G. R. S. IX-5]

SCANNED

Previous references.

File No. 9

191 .

Serial Nos. 1 – 8

(E. A. 9.)

Later references.

Preserved

GENERAL AND REVENUE SECRETARIAT.

P107/E

Serial Nos. 1 - 8

Part B for February 1918

SUBJECT.

Office manuals and standing orders.

Do

The Director of Agriculture

G.O. no. 9 - E. A. 9. dated 14th June 1917.

Approves of the draft Manual and requests 12 copies of the same for use in the Secty.

W D 88—GPB—50,000—24-7-16

Section 12. 2. 18

2

G.R.S. 11] 1913-14

GENERAL AND REVENUE SECRETARIAT.

(E B)

NOTES.

4

E.A. File No. 1-43.

FILE HEADING.

Office manuals and Standing orders.

From

The Director of Agriculture in Mysore

No. 2530 Dated 18.3.14. Received 20.3.14.

Diary No. 65	Enclos.	Spare Copies.	Serial No. 33

BRIEF ABSTRACT OF LETTER.

States that a manual of rules of office procedure has not been prescribed to him and that since his office has been reorganized, he will arrange to prepare a manual. Wants a sample set of rules to enable him to prepare one for his office.

NOTES AND ORDERS.

The general rules of office procedure recently issued may serve as a sample and in the forwarding cover to these rules, it is stated that they should be embodied in an office manual. The Director may be asked to have an office

NOTES—First Sheet.

GPB—35,000—15-6-12

3 (2

G. R. S. 12]

General and Revenue Secretariat. | File No. 9 of 1913-14

Serial No.

manual prepared early and also arrange for the collection of standing orders relating to the Dept.:

Submitted for orders

12/12

✓ Put up a reply on those lines

12/12

Draft reply drafted

12/12 4 Make a fair draft

16/12

5 Fair draft submitted.

17/12/14 6 For approval or other orders

Secretary)

18/12

The draft may be approved.

Dewan)

19/12

3403
19-12-14

8

Draft approved by the Dewan 25.12.14

25/12

31/12

2 Letter No: 232 dt 2.1.15 to the Director of Agriculture requesting him to have an office manual prepared on the lines indicated in the margin of the letter & submit the draft manual early

NOTE—Contn. sheet.

GPB—25,000—2-11-14

4 (3

G. R. S. 12]

General and Revenue Secretariat. | EA File No. (G)9 of 191 .

Serial No.

along with a collection of the standing orders.

3 Letter No: 176/S dt 3.1.1916 from the Hy: Dt: of agre: submitting a draft copy of the office manual of the Dept: The manual is exhaustive and all the provisions of the Gul: rules of office procedure are incorporated therein. Rules re arrangement & custody of records are included; but the Dt: has been asked separately to revise the rules & lists on the lines indicated by this office. These have not been received back yet. The draft may, in the meantime, if approved be sent to the permanent Dt: who has returned from leave, for perusal and suggestions if any.

Submitted for orders

Nedl 5/2.16 Forwarded to Br VI for remarks

Nedl 6/8/16

Nedl 10.2.16 Br VI

Subd'l I have perused the whole compilation. It is exhaustive. The compilation may be sent to the Permanent Dt: for his information & concurrence. I have a draft ready in reply to this

10.3.16

Jagre 19/3/16

NOTE—Contn. sheet.

(4 5

G. R. S. 12]

General and Revenue Secretariat. | E&A File No. 619 of 191 .

Serial No.

Flag S.

following points (1) Page 5 Indebtedness. I think the rules of Govt. in the conduct of Govt. servants will apply to all officers - no separate orders seem necessary. It is too vague to say that borrowing money or lending money or any relation or connection of another official will render one liable to dismissal. (2) Page 6 Chapter III "The officer dealing in cash should give sufficient cash security". The amount may be fixed & mentioned. at present it is vague. (3) Page 7. "Proper arrangements for quarterly cash should be made." too vague. arrangements contemplated may be briefly indicated (4) Page 10 Points. "All purchases should be done at Govt. Stores". I do not know why some of the should not be done at private places. This is very necessary in view to prevent representations from Govt. Stores & difficulty of getting Govt. sanction. It is also not fair to private persons, that all debts at

The same rules of general conduct may apply to the officials also
A
20/3/16

Flag T

Yes
A
23/3/16

Flag U

Flag W

This is a very big subject & we must not attempt it in detail in the manual
A
23/3/16

NOTE—Contn. sheet.

6 (5)

G. R. S. 12]

General and Revenue Secretariat. | E.A. File No. 619 of 191 .

Serial No.

mis 466-15
E & A.
Flag V

which should be denied to the
(5) Part II Page 11 Chapter I
a during the absence of his owners
from the quarters, Cows addressed
to him by name — should
not be received & retained in the
office — but returned to the
sender — — — — — the
office which has two high
grand responsible officers —
much are able to be leisure
of such matters without
calling they returned to
sender for instructions."
On the whole the manual is
very good

Page
A
28/3/16

KS
10/3

(EA)

The manual may be printed
after being further examined & &c.
The suggestions made by the Mr Secy. may
be ~~approved~~ referred to him

28/8/16 10/8/16

Contn. sheet.

GPB—70,000—17-12-15

misc 466-15

7

6

G. R. S. 12]

General and Revenue Secretariat.

E.A. File No. (6/9. of 191 .

Serial No.

E A Br / 21/3

The paras referred to are flagged & Ref.

23/3 I have made also some pencil corrections in the draft. Please put up a letter to Director drawing attention to salient points

24/3

Draft Ref'd 14/4.

15/4

4 To the Director of agriculture in my Ptc. Letter No: E.A.(6/9 dt 20.4.16 requesting revision of the manual on the lines indicated and early retransmission.

Reminded on 8. 6. 16.

Reminder issued on 12-8-16

Director's reply dt 22.8.16 stating that the revision of the draft is over & the revised manual will be ready shortly.

30/8

Reminded 30-10-16

5. From the Director of agriculture, Letter No. 1304/S dated the 22nd Nov. 1916 forwarding the Departmental manual revised

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | E.A.S. File No. 9 of 191 .

Serial No.

in accordance with this office letter C814 supra.

The suggestions made by this office have all been adopted. The corrections further needed which are very few are noted in pencil in the draft.

Rlwd
NGR
24/1/17.

The draft manual has been rearranged as per verbal instructions. Draft letter forwarding the revised draft manual to the Dr: for remarks & return is put up.

Rlwd
NGR
22/2/17

Dmr
NGR
22/2/17

Letter no. 9-E. A.S. dt 22-2-1917 to the Director of Agriculture forwarding the draft office manual re-arranged and requesting him to resubmit it to Govt with further suggestions, if any.

6 Draft reminder put up.

Rlwd
PN
18.4

Reminded on 20.4.17

Letter No. 322/S dt 29/5/1917 from the Dr. of agri: returning the revised draft of the Dept. manual stating that the re-arrangement is all right and requesting that 500

7

NOTE—Contn. sheet.

Serial No.

Copies may be printed of which 150 may be interleaved.

Submitted with a draft approving.

Nge 5/6/17

Mis 756-16 E&A.

20 The Manual has been more than once revised, and some portions have been rewritten, in consultation with the Director and Br VI. A draft approving of the Manual is put up for favour of orders.

Nge. 6/6/17

3425 8.6.17

First member)

21 Draft approved by the 1st member

once 11/6

12/6/17 22 Issue and send the file to Br VI for information. Nge 13/6

23 G.O. No. 9-E.A.S. dt 14-6-1917 approving the draft manual and requesting the Director of Agriculture to arrange with the Superintendent, Govt. Press for printing the Manual and send 12 copies for sale in the Secty.

24 To Branch VI with a copy of the order for information and favour of return of the file. with a return

Br 15/6 15/6 16/6 16/6 Br VIII 12/6

G. & REV. SECRETARIAT VIII E. ... IT. 19 JUN 1917

NOTE—Copy Subst.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2.

General and Revenue Secretariat.

E. A. G. File No. 9 of 191 .

Serial No.

Off- Subd.

Pr 22.9 I believe a report has been separately received.

22/9

In connection with the quarterly progress report, the Director of Agriculture says that the office manual is sent to Press for print.

Subd. Pr 26.9

This under no notice

26/9

Reminder put up.

Subd Pr 2-11 This may wait for another month

2/11

May a reminder now issue? Draft put up.

Subd Pr 25-1

26/1

Reminder issued on 28.12.17

Letter No. 198 of 9-1-1918 from the Dir of Agri states that copies of manual will be sent in a month's time.

17/1.

Subd 17/1/18

Copies received on 28.6.18. and distributed to Dewan and members of council.

29/6

NOTE—Contn. sheet.

11

General & Revenue Departments,

No.51-99/E.A. Bangalore,7th February 1914.

From

The Secretary to Government,

General and Revenue Departments.

To

The Heads of Departments.

Sir,

With reference to para 5, clause (i) of G.O.No.G.5924-72 G.M.259-13-1 dated the 3rd February 1914, I am directed to enquire whether Manuals or Rules of Office Procedure, a complete set of the standing orders of Government relating to your Department and a full up-tp-date file of the orders and instructions issued by you for the guidance of your subordinate offices are kept and maintained in your office.

2. I am to request that spare copies of the same may, if available, be kindly sent for the information of Government at your earliest convenience.

I have &c.,

(Sd) N. R.

For Secretary to Government.

Intd.D.M.N.
6-2-1914.

Issue
N.R.
6-2-1914.

12

GPB—1,000-11-8-13

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,
March 18th 191 .
19

No. 2530

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
Gen. & Rev. Departments, Bangalore.

SIR,

With reference to your letter No. 51-99 of 7th Fberuary 1914, I have the honour to state that a manual of rules of office procedure has not, up to now been prescribed by me. As the reorganization of the Department has just been sanctioned I am arranging to prepare a manual of office procedure. In the meantime I should be glad if you would give me a sample set of rules for office procedure so that I may be able to frame rules for this Department on the lines of the sample rules.

Owing to inadequacy of office staff till it has not been possible to collect the standing orders and file them separately; with the increased staff now sanctioned I hope to have this done.

There have been no subordinate offices till now and the orders concerning a particular work on which I have employed my subordinates were either oral or through letters which have been filed

in the respective files. I ~~hope~~ intend in future to maintain a separate file of orders of general nature.

I have the honour to be,

Sir,

Your most obedient servant,

Director of Agriculture.

G. R. S. 26]

31/12

Diary No. of letter replied to 65

General and Revenue Secretariat

( )

, the 191 .

Date of issue 2-1-15

Signed by Mr. Madhava Rao

Organization

Discipline

Registration and submission of papers.

Copying, despatching, &c.

Treatment of papers after ~~approval~~ disposal.

Arrangement & custody of records.

Periodical reports and returns

Library.

Office accounts, Stationery, stores, &c.

Govt no 111

File No. 1/13

Serial No. ~~44~~ 2

No. 232 Ag. A.

To

The Director of Agriculture

in Mysore, Bangalore.

Sir,

With reference to your letter No.2530 dated the 18th March 1914 in re: preparation of an Office Manual and maintaining a collection of standing orders of the Department, I am desired to request you to take early steps for the preparation of the Manual and also arrange for the collection of the standing orders of Government relating to the Department. The General Rules of Office Procedure recently issued with G.O.No.G.5203-51/E.A.4-14 dated 23rd November 1914 indicate to a certain extent the lines on which the Manual is to be prepared. The matter may be arranged under the heads given in the margin, with such

over.

SUBJECT.

such modifications as may suggest themselves to you in view of the character of the work transacted in your office. The draft Manual when ready may be kindly sent up to Government for approval and a set of standing orders collected may also be forwarded for record here.

I have &c.,

19/12

Offg. Secretary to Government,
General & Revenue Deptts.

23.12.14

18/12/14

Copy to Branch ~~IV~~ VI

8/1/15

List of enclosures

Copied by

Examined by

GPB—25,000—4-3-13

16

sl 3

W. D. 895—GPB—2,000—26-10-15

Telegraphic Address
"Agri. Bangalore."

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

No. 176/S. Enc. 1 file.

OFFICE OF THE DIRECTOR OF AGRICULTURE

Bangalore, 30th December 1915.
3. 1. 1916

FROM

H. V. KRISHNAYYA, ESQ., B.A., F.C.S.,
Officiating Director of Agriculture in Mysore,
Bangalore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, General Department,
BANGALORE.

SIR,

With reference to Government Order No.5203-51-E.A. 4-14, dated 23rd November 1914 and its reminders I have the honour to forward herewith a draft copy of the Manual of this Department.

I have the honour to be,
Sir,
Your most obedient servant,

H. V. Krishnayya

Offg. Director of Agriculture.

GPB—50,000—30-7-15

1916. 8 A(8) 9. 17

From

The Offg. Director of
Agriculture in Mysore,
Bangalore.

To

The Secy. to Govt. of
Mysore, Genl. Deptts.,
Bangalore.

Dated 3-1-1916.

Despatched

Received

General No. 176/S
No.

Enclosure No. one file.

Forwarding draft copy of the Office Manual of this Department.

18

G. R. S. 26]

File No. E. A. 9

Serial No. 4

Diary No. of letter replied to .....

No. E. A. 9.

Encl. one file.

General and Revenue Secretariat

( )

, the 191 .

Date of issue 20 . 4 . 16.

Signed by Mr. N. Madhavarao.

To

The Director of agriculture in mysore

Sir,

With refce: to your office letter No: 176/S of the 3rd January 1916 submitting for approval a draft copy of your office manual I am directed to note the follg suggestions for consideration:—

1. Part I. chapter I. para 2. For the sake of uniformity the pay of the several members of

over.

SUBJECT.

8/7/14

the establishment may be given in all cases or these details may be omitted altogether, the latter being preferable.

2. Paras. Appointments & Promotions. The rules of 1888 may be reproduced under this head and the other rules inserted in the manual treated as supplementary thereto. The rules given ~~against~~ under "Indebtedness" being merely a repetition of those contained in the Public Servants' Conduct rules, these latter rules may be appended to the manual and reference invited thereto in the body of the manual, if necessary.

3. Chapter III. Para 1. The amount of security required of the cash accountant may be definitely stated.

Para 3. Arrangement for forwarding cash. The specific arrange-

List of enclosures

Copied by

Examined by

GPB—20,000—10-10

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

ment contemplated may be mentioned.

4. ~~Chapter IV. Para 8. The necessity for the maintenance of a separate "Pass book" may be considered, similarly that of a "Tappal" book" referred to in chapter I, Part V.~~

5. In para 6 of chapter I Pt II it is stated that during the absence of the Director from Head Quarters covers addressed to his name shall not be received but returned to the sender. Such a procedure ~~would~~ might at times greatly prejudice the speedy despatch of post business and it seems therefore necessary that the Chief assistant at Head Qrs should be authorised to receive & in urgent matters to deal with covers ~~such covers and attend to the disposal of the subject under~~ addressed to the Director

~~correspondence~~.

The draft manual is herewith returned for necessary revision and early retransmission.

Thavera

NEL

for Secy to Govt.

Govt Secy:

NEL
14/4.

PB—20,000—16-2-14

22

E Ag 9

815

W. D. 0849—GPB—6,000—21-8-15

Telegraphic Address
"Agri, Bangalore."

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,

No. 134/S Encl office manual. November 20th, 1916.
(1 + 8 copy)

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Govt. of H. H. the Maharaja
of Mysore, General Department, Bangalore.

SIR,

I have the honour to forward herewith the office manual of this Department altered and revised as per suggestions given in your letter No.9/E.A.G. of 1/20th April 1916 and to state that a Chapter under Part I has been added showing the Powers of Officers of this Department. The first draft submitted with this office No. 176/S of 3rd January 1916 is also sent herewith.

I have the honour to be,
Sir,
Your most obedient servant,

Leslie C. Coleman

Director of Agriculture.

23

24 NOV 1916

191 6

From

The Director of Agriculture

in Mysore, Bangalore

To

The Secy. to Govt.,

Genl. Deptt., Bangalore.

Dated 19-11-1916

Despatched

Received

General No. 134

No. S.

Enclosure No. Office Manual & a Book.

Forwards revised office manual of this Department with certain additions.

1. To pay telegram private
from, if necessity arises
addresses in covers, short
headings to insure
experiments & demonstra-
tions out of the Contingent
grant and to incur expen-
diture upto a limit of
Rs 25/- in each case
2. To purchase seed grains
& agri. implements upto
Rs 50 without previous
sanction of Govt. for Pro-
-motel demonstration
purposes.
3. To sanction estimates for
petty construction & repairs
upto limit of Rs 250/-
4. To purchase furniture
within the limits of the
sanctioned allotment
in the budget
5. To purchase apparatus
& laboratory appliances
within Rs 250/- without pre-
-vious reference to Govt.
6. To have tents repaired
without previous reference to Govt.

25

G.O. No. 2370-2

A&E 13-16-3

7-9-16

Contn. of recommending or ~~[illegible]~~ making alterations to the existing cns.

Code copyright reserved/ consider as the covering out to the extent of the provision in the draft for the purpose under the supervision of the Hd. Sup. subject to D's instns.

G.O. No. 2089/A&E 13-16

9-13-11-16.

D's powers in respect of contingent expdtre

7. Principal authority: authorities required for the respective school within the budget allotment.

Heads of departments can allot each a permanent allotment of the budget for the current year under their control, themselves, their subordinates. They may sign salary bills, T.A. bills & contingent charges, their respective authority to be certified at the treasuries subject to usual account rules.

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

OFFICE OF THE DIRECTOR.

Bangalore, 9. 2. 1917.

Dear Mr. Krishnaiengar,

With reference to your letter of 7th & 9th instt. I wish to state that in addition to the specified in the usual orders quoted by you, they have been extended in the following G.O.s

1) R. 3709-10 Agri. 27-11-10 & 22-12-11
2) R. 537-9. Agri 17-12-8 & 17-7-13.
3) 2370-2/ A+E. 13.16.3 & 22-9-16.
4) 3408.9/ A+E. 13.16.4 & 13.11-16.

In G.O No. 3110. 15-8/Agri 126.13.7 & 27-2-15 two Divisions were formed and the Deputy Directors and Assistant Directors were made divisional Officers and given certain powers.

The Director has delegated some of his powers to his Assistants but no authority was obtained for this delegation

As regards the authority for fixing the security amount to be furnished by the clerks & accountants the Director has fixed the same in respect of a G.O stating that sufficient security should be obtained from officials who deal in cash.

Yours sincerely

M Ramaswami Esqr

G. R. S. 26]

SUBJECT.....

Diary No. of letter replied to.....

Section

File No.

Serial No.

General and Revenue Secretariat

( )

, the 191 .

No. 9 - E. A. 9
Enc. one file of papers

Date of issue 22-2-1917.

Signed Rao. R. Madhava Rao.

To

The Dy. Commr.
in Mysore
Bangalore

Sir,

Adverting to your letter No. 1324/S of the 22nd ult. I am submitting the revised draft manual of the Ag. Dept., I am directed to forward herewith the draft manual rearranged under the

over.

marginally noted heads and to request that you will be so good as to scrutinise the same and favour Govt: with your further suggestions, if any. The rearrangement has been made mainly with a view to minimise the number of appendices ~~as much as possible~~ and also to avoid the Dept.l manual and the manual of Standing orders (under print) overlapping each other.

I have &c

[illegible]

for Secy to Govt.

[illegible] 22/2/17.

Chapter I. Objects, organisation &c
Chapter II - Powers of Officers
" III Recruitment, promotion &c
" IV Discipline & office arrangements
" V Correspondence & records
" VI D.C.'s office & Library
" VII Implement Depot
" VIII Experimental farms
" IX Agl. Edn.
" X Miscellaneous.

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

WD 01168—GPB—1,500—20-11-16

Telegraphic Address
"Agri., Bangalore."

31

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
2 JUN 1917

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,
May 29th, 1917.
31

No. 322 / S. Eng

FROM

LESLIE C. COLEMAN, ESQ., M.A. PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

D.L.Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Govt. of H. H. the Maharaja
of Mysore, General Department, Bangalore.

SIR,

I have the honour to return herewith the revised draft Manual of this Department forwarded with your letter No.9 E.A.G of 22nd February and to state that the re-arrangement made is all right. The delay in resubmitting is due to the preparation of statements of Returns and Reports due.

I have the honour to request that in giving sanction for printing the Manual the Superintendent, Govt. Press may be instructed to print 500 copies of the same and that 150 copies may be interleaved.

I have the honour to be,
Sir,
Your most obedient servant,

Leslie C. Coleman

Director of Agriculture.

m

GEN. & REV. 32
9 JUN 1917

From

The Director of Agriculture

Bangalore.

To

The Secy. to Govt.,

Genl. Deptt., Bangalore.

Dated 29-5-1917

Despatched 31

Received

General No. 322

No. S

Enclosure No. one

Returns the revised draft Manual of this Department.

33

G.R.S. 28]

E.A.R. File No. 9
Serial No.

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( ).

, the 191 .

Date of issue 15-6-1917

Signed by Mr. N. Madhava Rao.

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Correspondence ending with ~~the~~ letter No. 322 S of the 31st May 1917 from the Director of Agriculture submitting the revised draft manual of the Deptt.

~~ORDER THEREON.—NO.~~

Order No. 9-E.A.R. of the 14th June 1917.

No manual as

over

SUBJECT.

Approves the Departmental manual of the Agricultural Deptt.

GPB—50,000—1-12-12

revised is approved.

The ~~Supt~~ Director will himself arrange ~~for~~ with the Supt. Govt. Press for the printing of the Manual in the prescribed size and send a dozen printed copies for use in the Secretariat.

Sd
[illegible]

[illegible] 10/6

[illegible]
5/6/17.

For reg. to Govt.

To

The Director of Agriculture in my note

The Superintendent, Govt Press.

Copy to Branch VI for info.

C O N T E N T S.

PART I.

apter I. General Arrangement.

II. Arrangement & Custody of Records.

III. Cash, Pay Bills, &c.

IV. Books, Periodicals, &c.

V. Powers of Officers.

VI. Miscellaneous.

PART II.

Chapter I. Office Routine.

II. Procedure in Experimental Farms.

III. " " Implement Depot.

PART III.

Appendix:-

1. Public Servants' conduct Rules.

2. Rules & Prospectus of Agricultural School.

3. Library Rules.

4. List of Standing Orders of Government relating to the Department.

5. Rules for sale of Implements on Hire-Purchase System.

6. List of Reports and Returns due by the Department

7. List showing the papers, &c. that should be preserved permanently, &c.

8. Scale showing the supply of Clothing to menials.

9. Forms.-

General	15.
E. Farm	8.
Implement Depot	15.
Koleroga	3.
Green Bug.	1.
Sugar cane notes.	1.
Ragi collecting notes.	1.
Grass hopper	1.

10. Rules for Inspection of Offices.

M A N U A L

of

THE DEPARTMENT OF AGRICULTUI

MYSORE STATE.

-:o:-

Chapter I - Organisation.

~~General Arrangement~~

I. The Department under the Direction of the Director of Agri. who is its head comprises the following Sections:-

i. Agricultural Section - (a) Eastern Division consisting of Bangalore, Kolar, Mysore and Tumkur Districts under the Deputy Director of Agriculture.

(b) Western Division consisting of Shimoga, Hassan, Kadur and Chitaldrug Districts under Assistant Director of Agriculture, Shimoga.

(c) Experimental Farm at Hebbal under Farm Manager directly - responsible to the Director.

(d) Implement Depot under an Agricultural Inspector directly responsible to the Director.

(e) Agricultural Engineering under Agricultural Engineer.

ii. Chemical Section - Under Chemist, Agricultural and Geological Departments.

iii. Biological Section - Under the Director, comprises the three following sub-sections:- Mycological Sub-Section under Senior Assistant Mycologist, Entomological Sub-Section under Senior Assistant Entomologist, Botany Sub-Section under Assistant Botanist.

iv. Educational Section - The teaching staff and the general management are under the Director.

v. Statistical Section merged in the Head Office. - Under Office Manager, directly responsible to the Director.

2. The following shows the sanctioned strength of subordinate staff and the manner which it is distributed:-

(a) Agricultural Section - Eastern Division.-

Agricultural Inspectors	5.
Clerks	2.

Western Division.-

Western Division.-
Agricultural Inspectors 5.
Clerks - 2.

Experimental Farm at Hebbal.-
Agricultural Inspectors

Implement Depot.-
Accountant 1.
Fitters 2.

(b). Chemical Section - Mechanic, Store Clerk, Laboratory man, and Engine Driver.

(c) Biological Section - Artist, Assistant Artist, Store Clerk) Common to all the Sub-Sections.

Mycological Sub-Section.-
Agricultural Inspector 1.
Fieldmen - 2.
Laboratory man. 1.
Assistant Mycologist 1.

Entomological Sub-Section
Assistant Entomologist 1.
Fieldmen - 2.
Laboratory man. 1.

Botany Sub-Section.-
Fieldman - 1.
Laboratory man. 1.

(d) Educational Section - Assistant Chemist - 1.
" Mycologist - 1.
" Entomologist- 1.
" Botanist - 1.
" Farm Manager- 1.
Laboratory man. 1.

(e) Head Office. - Manager. - 1.
Head Clerk - 1.
Librarian - 1.
Accountant - 1.
Clerks - 5.

3. Distribution of Work - The officer in charge of a section should maintain a record of the distribution of the work among the staff. Ordinarily the work of every officer will be that allotted to him but he will be bound to undertake by working overtime, if necessary, in time of stress, any other work of the section which may be assigned to him by the Officer in charge of the Section or other competent authority.

4. Establishment List - A list showing the distribution of work among the officials and a list of the menials among the sections should be maintained and revised once in every six months.

5. Working hours. - The prescribed office hours are from 11 A.M. to 5 P.M., but any officer may be required to work overtime

(ii) Discipline.

Working hours. The prescribed office hours are from 11 a.m. to 3 P.m. but any officer may be required to work overtime when the business of the office demands it. In the case of Experimental Farms the business hours are from 7 A.M. to 12 noon and from 2 P.M. to 6 P.M.

6. Attendance - An attendance register (Appendix ~~B~~ Schd., Form 1) will be maintained in each section or sub-section in which the attendance of every member of that section or sub-section and attached servants will be recorded. The officer in charge of a section or sub-section will take necessary steps to prevent late attendance.

In the case of farms in addition to the attendance register of officials a nominal roll of permanent and temporary labourers will be maintained (vide Rules re management of Farms Part II, Chapter II).

7. Leave and Holidays - Casual leave under the rules can be granted by the Officer concerned after ascertaining by reference to the attendance register that the applicant is entitled to the leave asked for.

Applications for leave other than casual leave should be on the printed form prescribed for the purpose and must be submitted to the Director through the officer in charge of the section concerned with a certificate as to the admissibility of the leave under the Service Regulations ~~and~~ the expediency of granting it and with a recommendation of arrangements necessary for carrying out the work of the applicant during ~~xx~~ his absence.

Except in the case of sudden illness, no urgency of private affairs will be accepted as an excuse for absence unless leave has been asked for and obtained beforehand. Absence without leave is an infringement of discipline which ~~xx~~ unless a satisfactory explanation is submitted, will be severely noticed.

When leave has been granted to a subordinate in a section he will not avail himself of it until he has reported in writing to the officer in charge of his section that he had made over charge and that all his papers &c., have been found in order.

Leave to permanent peons may be granted on the conditions laid down in the Mysore Service Regulations.

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Holidays - A list of Gazetted holidays will be prepared in a register kept for that purpose. Before the commencement of any holiday a memorandum should be prepared by the Accountant of the Head Office and submitted to the Director for sanction, and after sanction, should be circulated to the officers of sections, &c. Holidays cannot be availed of unless they have been sanctioned.

8. Appointments and Promotions - The ~~following~~ rules re appointment to the ~~superior service~~ technical posts prescribed by Government, should be observed (as far as possible).

Rule No.3 dated April 12th, 1888.

The claims of candidates for admission to the Superior Government Service ~~in the Revenue and General Departments~~ shall, ~~in the case of appointments for which no special departmental tests are prescribed~~, be regulated according to the following rules:-

1. Claims of candidates for admission shall be accorded preference in the following order in filling appointments, of which the salary is Rs 30/- or less per mensem:-

(a) Graduates of any Indian University.

(b) Candidates who have passed the First Examination in Arts in any Indian University or in Civil Engineering or the Final Examination of the Agricultural School at Madras.

(c) Candidates who have passed the Matriculation Examination of the Madras University.

(d) Candidates who hold a Diploma of proficiency in Sanscrit from the Sanscrit at Mysore, and have also passed the Mysore Local Vernacular Examination or the Middle School Examination taking Canarese as the only or optional language.

(e) Candidates who have passed the Mysore Local Vernacular Examination or the Middle School Examination of Madras.

(Note. - i. All candidates specified above must be able to read Kanarese manuscripts fluently.)

ii. Candidates specified in clauses (d) & (e) will not be eligible for appointments for which a knowledge of English is necessary, unless they possess such knowledge.

iii. ~~After 1st April 1888~~, no vacancy the salary of which exceeds Rs 15/- per mensem shall be filled up with men not qualified in one of the ways specified in this Rule, excepting on the express ground (to be recorded by the Officer making the appointment) that no candidate so qualified is, after due enquiry, found to be forthcoming.

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2. Notwithstanding anything contained in Rule 1, the claims to promotion of competent officials of approved service of not less than 5 years, shall receive every consideration, when vacancies occur of appointments the salary of which does not exceed Rs 30/- a month, as among officials with service not exceeding 5 years, or where no official with longer service is considered sufficiently qualified, the order of preference laid down in Rule 1 shall be observed.

3. In promotions to appointments the salary of which exceeds Rs 30/- per month; the following order of preference shall be observed

(a) Graduates or non-Graduates who have passed departmental ~~who have passed the Criminal and Revenue Tests of the Departmental Examination prescribed in Notification No. 215, dated 25th January 1885 according to the date of passing~~. Examinations.

(b) Candidates specified in clauses (a) and (b) of Rule 1 who have not passed the Departmental Examination aforesaid, in the order of preference given in that Rule.

(c) Others.

Provided that the preferential promotion of the candidates not qualified by Departmental Examinations and referred to in clause (b) of this Rule, means promotion in preference to other candidates (also not qualified by Departmental Examination) of similar standing and not exceptionally rapid promotion of a junior, as of right over the heads of unpassed seniors of long and approved services; and provided further that all preferential claims to promotion are subject to the condition that the claimant has proved himself deserving thereof by efficiency and good conduct in his previous service.

4. No vacancies shall, as a rule, be permanently filled up by the admission of new men, unless there has been duly published a notice giving at least 15 days' previous notice of their existence.

5. Every Officer, who has the power to nominate or appoint to any office in the public service, shall maintain a register of candidates qualified under these rules; all applications entered in such register, and all new applications shall be duly considered when making a nomination or appointment.

In addition to the general recruitment rules referred to above the following departmental rules are

~~prescribed re appointments, &c.-~~

Recommendations for filling up vacancies permanently or temporarily should give clear and specific information.

Promotions either acting or substantive will be given after the merit of each case has been individually considered.

All appointments and promotions whether permanent, temporary, or officiating carrying salaries fixed at or above or progressing to or above Rs 100/- should be made with the sanction of Government. (Vide G. O. No. C. 17108-47/Mis 2yru dated 1-6-03).

Increments due to officers in graded appointments whether acting or permanent should be claimed by themselves on the due dates All such claims should be made to the Director through the officer in charge of the section concerned, who will forward the same to the Director with a report as to the conduct of the applicant, the state of his work, whether he is indebted or not and whether there were any complaints against him of delay or neglect of duty during the year for which the increment is claimed. According as this report is favourable or otherwise the Director may order the increment to be given at once or deferred for such period as may be considered desirable by him. This order should be filed in the section concerned.

~~Assistant Chemists and other Assistants~~ Scientific assistants will make their claims direct to the Director who will dispose of them according to their merit.

Promotions in the Subordinate establishment will be regulated as follows:-

i. Office Manager and Head Clerk's place will be given to those who have agricultural qualifications or those who have had at least 5 years' experience in the Department's office routine.

ii. The Accountant's place will be given to one who has passed Account Test.

iii. Posts of Farm Managers will be given to qualified Agricultural Inspectors who have put in at least 2 (two) years' service in the Department.

iv. Promotions to 1st grade Agricultural Inspectors will be given to those deserving Agricultural Inspectors who have put in at least one year's service in the Department and such promotions will be given only so long as there are vacancies.

v. As far as possible qualified and trained men will be appointed as 2nd grade Agricultural Inspectors but

preference will be ~~appx~~ given to those who possess practical knowledge.

vi. Promotions to Fieldmen and Laboratory men will be made having in view capability for field work and laboratory work.

vii The posts of Rural Science Supervisors will be given to those who have agricultural training.

9. Indebtedness - Rules regarding this will be found in the Public Servants Personel Conduct Rules given in the Appendix ~~IX~~ I. Officers in charge of Sections are bound to bring to Director's notice any cases of this kind coming to their notice.

10. Confidential nature of official information - Official information should not be divulged or official documents copied for private or non-official use. No official shall make use of any unpublished record or letter by way of communication to the public press or unauthorised persons without the permission of the officer in charge of the Section.

11. Certificate - No certificate shall be given to any member of any establishment except under the signature of the officer in charge.

CHAPTER II.

ARRANGEMENT AND CUSTODY OF RECORDS.

-:o:-

1. Registers - For the registration of papers received or sent out the following registers should be maintained:-

(a) "From" Register,
(b) "To" Register, and
(c) "Delivery" Book.
(d) Tappal book

2. On every paper received, the receiving officer shall put his initials and note the action to be taken in a slip separately.

3. Papers requiring immediate attention should be disposed of within the shortest period possible.

4. Papers must be despatched on the day they are signed or the following day. Abnormal delay in the issue of letters must -

always be reported to the Officer in charge whose duty it shall be to check the despatch register once a month.

Arrear lists.

5. A list of references pending shall be prepared once a month under the following heads:-

a. Pending for less than a week,
b. " " more than a week but less thant a month
c. " " " " a month but less than 2 "
d. " " " " two months.

Reasons for delay should be stated where necessary. A copy of the list should be sent to the Director not later than the 5th of the month succeeding the one to which it relates.

Reports & returns.

6. A list of reports and returns due in the office as well as those due from the office should be in the form maintained prescribed. All reports & returns should not be submitted on their due dates.

Standing orders.

7. A complete list of the standing orders of Government relating to the work of the Department and of the instructions issued by the Director should be maintained. It should be revised and kept up to date with a table of contents and index for facility of reference.

Rules

CHAPTER III.

CASH, PAY BILLS, &c.

-:o:-

1. The accountant of the Head Office and of the Implement Depot and the clerk of the Deputy Director and Assistant Director's office who is entrusted with cash should maintain the following -sters:-

a. Cash Book for entering daily receipts and expenditure of all kinds (appendix 9 Form 2)
b. General ledger and classified abstract of the monthly totals of the Cash Book (appendix 9, Forms 3 & 4).
c. Contingent Register, as per printed book.
d. Order Book for contingent charges.
e. Acquittance roll, (appendix 9, Form 5).

Cashier Officers should maintain the prescribed cash books prescribed.

The following accountants and clerks dealing in cash should furnish the security mentioned against each:-

a. Director's office accountant - Rs.250/-
b. Implement Depot accountant. - Rs.250/-
c. Deputy Director's Clerk - Rs.200/-
d. Assistant Director's Clerk - Rs.200/-

The Acquittance roll should be drawn after the approval of the pay bills and should show the disbursement to the establishment, of salaries and allowances and of the receipts taken from the payees in acknowledgment. It should be examined every month by the officer in charge or other officer deputed by him for the purpose who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

2. The official responsible for cash transactions is forbidden to keep office funds in his personal possession or mixed up with private money.

3. Proper arrangements for guarding cash, especially at night and on holidays, should be made.

4. Furniture list.- A register (Form 6) should be maintained in each section showing the articles of furniture, purchased from time to time and details as to their cost and dates of purchase. The officer in charge of each section is responsible for the care of the furniture &c. in the section. Once a quarter the furniture register should be verified and the result reported to the Director. Furniture sold, destroyed or lost should be written off the accounts under the Director's sanction.

5. Stationery Register and indents.- A register of articles of stationery received and issued as per printed book supplied by the Stationery depot should also be kept in every section. This register should ~~should~~ be inspected every month and the stock verified once a year at the close of the calendar year. An indent for the same should be made out about the beginning of the calendar year and forwarded to the Director. The stock of stationery and forms should be under the charge of a responsible official who would issue the supplies and take acknowledgments for the same.

All requisitions for new forms should be sent up to the Director for approval. A complete list of the O.P.W. forms is given in appendix

6. Register of other articles.- A register similar to the ~~furniture~~ furniture register should be maintained for each section for apparatus, implements and tools, seeds, manures &c.

7. Service books.- A service book (~~supplied by~~ obtained from the Government Book Depot) should be maintained for each official and menial, in which all orders relating to his designation and pay and all particulars of leave &c., granted should be noted and attested under the initials of the officer. These books should be verified quarterly or half-yearly and they are not to be made over to the official or menial concerned but kept in the custody of the officer. Reference to these books may be made by the official or menial concerned by looking at them in the presence of the official in whose custody they are.

8. There shall be an order book in which all orders re grants of leave, promotions, appointments, fines, &c., should be entered.

Colleyptermials

CHAPTER IV.
BOOKS, PERIODICALS, &c.

Library.

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1. The Librarian will maintain a register (Form 7) in which he will enter from day to day, all new books received by him. He should take orders for their classification and disposal while entering them in his register.

2. At the end of each quarter, the Librarian should prepare and submit a supplement to the Library Catalogue, ~~showing~~ showi the additions made to the Library during the quarter;

3. The Librarian will maintain a register (Form 8) of the Periodicals subscribed for by the Department or supplied to the Department and should bring to the Director notice any irregularity in their receipt.

4. The Librarian is responsible to see that the files of Periodicals are maintained complete, and such of them as are to be kept in the Library are punctually bound and brought into the Library Catalog

5. At the beginning of each quarter of the calendar year, the Librarian should submit to the Director a list of the reports, periodicals, &c., to be bound; also of any old books which may require rebinding or repair.

6. Periodicals will be circulated according to a prescribed list to officers of the Department.

7. Books and Periodicals will be issued as per rules given in the Appendix.

8. A register (Form 9) showing all the departmental publications should be maintained. Also a Press Book (Form 10) showing the date of sending manuscripts to the Press for printing and other details should be maintained.

Chapter V: Powers of Officers

CHAPTER VI

MISCELLANEOUS.

-:o:-

1. Infectious Disease.- No one in whose family there is a case of plague or other infectious disease will be allowed to attend office until it is certified by the District Medical and Sanitary Officer that there is no risk to other members of the office by his attending.

Peons are required to present themselves during office hours neatly dressed with their belts on and to keep their badges neat and tidy.

2. Punishments.- Punishments such as fines &c., are only inflicted on officials by the Director and these should be noted in a register maintained in the office styled "defaulters' Book". Menials may be fined by Officers in charge of Sections concerned.

3. Establishment List.- A printed list of the whole establishment of the Department including gazetted officers is issued every half year corrected up to 1st July and 1st January. The names of men acting in higher grades will be shown in italics at the bottom of the grade in which they are acting. At the end of this list, a distribution list of the establishment showing the duties which are being done by each member noted against his name, should be attached.

4. Clothing to menials.- The Mutchi, the Laboratory attenders and Farm servants cannot have free clothing. Clothing will not be

issued to temporary peons unless there is a prospect of the continuance of their employment for two years in which case clothing may be allowed with the special sanction of the Director. Rules for issue of clothing and belts to peons are to be found in the appendix.

5. Admission of strangers.- Strangers should not be admitted into any of the working rooms without the permission of the Officer in charge which should be given only in exceptional cases. No clerk or member of another office ~~wix~~ shall have access to any of the office records unless permission has been obtained from the officer in charge.

6. Forms.- All new and revised forms should be sent up to the Director for approval. A complete list of the Departmental Forms is given in ~~the~~ appendix. 9.

7. Reports & Returns.- The reports and returns from each section should not be delayed beyond their due dates. A list of returns and reports should be kept in each section.

8. Correspondence.- The tone of ~~Comptroller's letter and objection statements~~ Communications should always be as temperate and polite as possible. No letters conveying censure in however slight a degree may go out except under the Director's signature. Official letters received should not be made use of as a transit register nor should they contain any remarks not bearing on the actual disposal of such papers. Endorsement memoes should be made only in cases where the original papers endorsed are finally disposed of and are not required to be returned for record in the office.

9. Requisitions for the services of members of one section of the office by another should be made in writing by the officers concerned. The nature of and the period for which such services are required should be clearly stated.

10. Printing.- All printing works should be done at the Government Press. All new forms should be approved by the Director and the printing of the same should be sanctioned by Government.

11. M a p s.- A register of the maps received should be kept in Form No. 2nd //

12. Distribution of Departmental Publications.- There should be maintained a standing distribution list of the Departmental Publications issued from the Department, in which changes and additions should be entered from time to time with a reference to the orders under which they are made.

Destruction of Records. Discarded records should be destroyed periodically in accordance with the lists appended to Sanction memorandum No. 18: of ~~Records should be sorted periodically in~~ and time barred papers destroyed periodically.

Periodical Inspection ~~of offices~~ (1) The office of the Director of Agric: including the Implement depot and the offices of the Deputy and Assistant Directors will be inspected by the Director.

(2) The experimental farm ~~will be attached~~ will be inspected by the Director or other officer deputed for the purpose.

(3) The offices of the ~~assist~~ Agl: Insps will be inspected by the Divisional officers concerned.

The inspections will take place once a year between the months of January & April. ~~The~~

The Director will submit his inspn: reports to Govt, while the other officers will send their reports to the Director in the form appended to G.O. No. 624 Ag. 07 21-2-1916 (vide appendix)

~~PART~~ II.

~~Chapter I. - Office routine.~~

(11) Director's office.

The procedure laid down in this Chapter is applicable to the ~~Director~~ office of the Director and as far as practicable to the office of the Deputy and Assistant Directors.

The Manager will be responsible for seeing that no unnecessary delay takes place at any stage of the work. He will see that all inward letters and other papers are promptly distributed and all outward papers sent out. He will from time to time examine the records and see that they are kept in proper order. He will exercise strict control over the menials of the office, see that they perform their duties properly and bring cases of neglect to the notice of the Director.

The letters will be brought from the Post Office by one of the watchmen and delivered to the Mutchi. Letters received in the course of the day at the office will also be received by the Tappal Clerk.

Registered letters will be acknowledged and opened by the Office Manager.

All covers excepting those addressed to the Director by name are opened by the Office Manager and papers after being stamped with the office date stamp are then placed before the Director with necessary references, who will return the same with his initials and his orders on them. No important letters, returns or accounts can be dealt with unless they bear the Director's initials.

Letters addressed by name will be opened by the Director himself. During the absence of the Director from Head Quarters, covers addressed to him by name, ~~and~~ received by post or delivered through messengers will be opened by the Senior Officer.

All telegrams will be received by the Office Manager and submitted to the Director unopened, and during his absence to the Senior Assistant. All letters, documents &c., of whatever kind whether received from Government or from other officers must be registered in the office before issue to any one in the Department.

Papers of general interest will be marked by the Manager for circulation among officers of the Department for information and such papers should be circulated to them with a memorandum slip attached. These officers will initial the slip in token of their having seen the papers which should be returned to the office without delay so that the disposal of the letters may not be delayed.

All unofficial files, & D.O. letters should be treated as confidential documents. These will be registered by the Office Manager himself in a separate register and forwarded in closed covers to the officers concerned. Replies to D.O. letters and copies of opinions expressed in unofficial files and other confidential papers will be filed and kept under lock and key in an almirah by the Office Manager.

All papers of an urgent character that may be sent or forwarded should be marked "Urgent" in red ink in a conspicuous place. All urgent papers received should be attended to with the least possible delay.

The letters received will be registered in separate registers as shown below:-

1. Letters received from all the Secretariats,
2. " " " Heads of Departments and Deputy Commissioners.
3. " " " Departmental Staff.
4. Letters concerning Implement Depot,
5. D.O. letters.

Reminders received will be entered in a separate register.

The Registering Clerk after registering will transfer the same to the Record Keeper who will put up all references connected with them for early disposal.
and submit them to the Manager

All unofficial references should be submitted to the Director immediately on their receipt. A register should be maintained in which the number, date and subject of the reference in brief shall be noted. The Director's reply should be noted in the Register. When any official orders are issued by Government after unofficial communication the number and date of the unofficial reference should be noted on the official order.

The approved drafts should be typed. The urgent and important letters should be typed first. The typed copies should be compared with the drafts by the Head Clerk who should put in his initials in the left hand corner at the bottom of the letter after comparison. The typed letters with enclosures &c., should be passed on to the Office Manager for submission to the Director for signature.

Letters of importance or those with which valuables are sent should have the direction to register or to insure as the case may be, written on the office copy by the Manager under his initials.

Copies of bills, answers to objections, memoranda and other papers connected with accounts should be prepared by the Accountant.

Printed forms will ordinarily be used in copying dockets and letters. Letters addressed to Government should invariably be docketted. Fair copies of ~~dockets~~ letters addressed to Heads of Departments and Deputy Commissioners should always be in half sheets. Figured statements should be compared and initialled by the Manager.

The name as well as the official designation of both the writer and the officer addressed should be set out at the head of every letter. Particular care should be taken to avoid erasures in copying names.

The examiner of fair copies will take up urgent fair copies first and the others in order of receipt. Ordinarily he will make over the draft to the reader to read to him holding the copy himself but when the draft is intricate or full of alterations he will take it up himself and ask the reader to read it to him from the fair copy. In such cases he will look through the fair copy again to examine the spelling, punctuation &c. In comparing the copies the examiner will follow the sense as well as the wording. He will pass no fair or other copy without scrutiny and will be held primarily responsible for any mistake in fair copies. In passing fair copies he will fill up the number of enclosures, if any, and see that the enclosures are duly marked on and attached to them. He will then initial both draft and copy.

Urgent letters will be sent up for signature in advance.

Fair copies of drafts approved by the Director or other approved correspondence may during the Director's absence, be signed by the Senior Officer of the Department.

After the fair copies have been signed and received back in the office they will be made over to the despatcher who will number them, enclose them with enclosures in covers, address the covers properly enter them in the despatch book and despatch the covers after obtaining the delivery peon's signature in the book.

Before letters are delivered to the despatcher for despatch the Manager should see that each paper is signed, dated and that the enclosures are properly secured in order. The despatcher will be careful to see that the enclosure of each letter is correctly forwarded and also will be careful to write on the cover the station at which it is to be delivered. When covers are sent by a peon of the office they should be entered in a separate delivery book, (Form 12) Packets containing valuables should be entrusted only to trustworthy messengers. The manager should see that the delivery of the valuables is acknowledged in the delivery book.

When covers are sent by post, care should be taken to register the covers containing valuables, if a direction to that effect has been given in the office copy. Cases in which registration or insurance may seem necessary but in which no instruction has been given should be referred to the Manager and his instruction obtained.

All covers sent by post will be franked by the despatching clerk. Intimations of changes of address should always be shown to the despatcher who should note them for guidance.

At the close of the day the despatcher will hand over to the dairyist all the office copies of outward letters for doing the needful. When confidential papers are sent out of office they should be put into double covers the inner one being marked "Confidential" and superscribed with the name of the addressee and the outer one bearing

only the usual official address. Both the inner and outer covers should be sealed.

Copies of all circulars from the office should be sent to Government.

Service postage stamps are used only in the case of letters which are required to go beyond the limits of the State. Registering fees are prepaid in service postage stamps. These stamps are obtained from the District Treasury from time to time, on an indent prepared in the printed form supplied by the Stationery Depot. They are kept in the custody of the despatcher who will keep an account of the receipts and issues from time to time. The register (Form 13) of letters despatched by post shows the expenditure. A running total should be made which should show the expenditure for the year. The Accountant will check this account daily and initial the entries in token of his check of the accounts. This should also be checked by the Manager once a month.

The records should be arranged into two groups:-

(1) Case files,
(2) Letter files.

Cases will only be formed when it is necessary to keep the papers connected together either on account of importance or for special convenience. A case register in foolscap size containing the following columns will be kept by the Record Keeper:-

1. Serial No. of the case
2. Descriptive name.

In this register all cases formed will be entered. Ordinarily one page should be allotted for each case so that the addition of papers filed from time to time may be duly noted therein. There should be an index to this register prepared alphabetically and attached to the fly leaf of the register.

Whenever it appears to the Head Clerk that the subject of any correspondence is likely to be protracted or of sufficient importance to form a "case" he should enter the name of the proposed case in a printed slip in the form given below and pass it to the office -

office Manager who if he thinks the correspondence should be filed as a case will initial the slip.

No. of case and year.
Title of subject.

The papers will be arranged in the order of dates (of receipt or issue as the case may be) with the contents slip on the top. The papers will be numbered and the numbers should be put on the upper right hand corner. Office notes should be written separately on a foolscap paper and these should be filed in the bottom of the file separately from the letters. The papers thus arranged should be bound in durable files which should be neatly labelled showing - briefly the subject matter of the case and serially arranged and kept in the record almirah.

Letters from Government containing orders of general application should not be filed with a case. A printed spare copy of such orders if available should be filed with the case if the order in any way affects the subject of the correspondence. If no spare copy is available a manuscript one should be made and filed.

The Record Keeper shall maintain a register or index in which a sufficient number of consecutive pages are allotted for each class of record received. The entries relating to each class of record should be consecutively numbered in a separate series and a correspondence number provisionally marked upon the record itself.

Records collected sorted ~~[illegible]~~ in accordance with the lists issued with Govt. Order (vide appendix) & destroyed periodically

No match or artificial light of any sort will be allowed to be kept near the records. Smoking in the office is strictly prohibited.

All books and publications received in the office will be transferred to the Librarian except the Civil Lists, Mysore Service Regulations, Treasury Manual &c., which will be kept with the Record Keeper. The Librarian on receipt of books will check them with invoices, stamp them and register them in his register.

The Accountant is responsible for the timely preparation of the pay and travelling allowance bills of the establishment and for drawing the amounts from the Treasury after they are audited. Before

Before commencing distribution, the signatures of officers, &c., should be obtained in the acquittance roll which should be approved by the Office Manager. After distribution a memo showing the amounts remaining ~~xxxx~~ undisbursed should be prepared and submitted to the office manager and the amount of any undistributed pay that may be on hand at the close of a month should be short drawn in the subsequent month's pay bill. He should see to the timely and correct preparation of the Abstract and Detailed contingent bills. Quarterly, half yearly and yearly statements and returns due to Government and the Budget should also be prepared by ~~them~~ him correctly and in time.

The pay of officers on tour, if their tour is likely to extend beyond the month in which the pay is to be drawn, should be withheld for future payment and their pay bills should be prepared on supplemental bill and sent for audit with necessary instruction. If the officers on tour leave instructions that their pay should be drawn those instructions should be noted in a book and the pay drawn should be disposed of as per their instructions.

An abstract of leave of officers, clerks, &c., and of servants should be prepared in separate forms (Form 14/15) and submitted to the Director every month.

~~He~~ The accountant shall also be responsible for the preparation of indents for stationery and forms and proper distribution of the same to the Sections. Stationery will, ~~xx~~ when received from the Stationery Depot, be checked by the Office Manager who will see that the quantities received are brought on the stock account under his initials.

Stock issued on the indents received from the Sections ~~depot~~ will be entered in the Stock Register which will be closed and balance struck on the last day ~~day~~ of each month and initialled by the Office Manager. The Manager will verify the stock once a year about the time of sending the annual indent in January.

For articles locally purchased a register similar to the preceding one will be kept. The monthly requirements will be entered in the requisition book and the sanction of the Director obtained

obtained before purchase. The acknowledgments for delivery will be taken in the same way as above.

A Stock Register, ~~form~~ of all forms will be kept; whenever the supply of any particular form appears to be running low the office manager's attention should be called to the same in writing and he will take necessary steps to replenish the stock.

Tour Programmes:- ~~Whenever the Director goes out on tour the Senior Officer in charge of the routine work of the office during his absence will see that 2 copies of the Programme of tour are sent direct to the Dewan and Secretary to Government, Departments of Agriculture, &c., for an information of Government.~~

A copy of Tour programme of the Director should be sent to the Senior to Govt. for the information of Govt.

Tour programme of the Deputy, Director and the Assistant Director and other officers should be submitted to the Director a week before the date of commencement of tour.

Schedule V

POWERS OF OFFICERS.

-:o:-

I. Powers of Chemist.

(1) To incur contingent expenditure connected with Chemical Laboratory up to Rs.10/- in one bill.

(2) To purchase Gas House Materials for Gas House up to the limit of the Budget grant.

(3) To purchase Scientific Books and subscribe for Scientific Journals pertaining to Chemical Section up to a limit of Rs.200/- at a time.

(4) To purchase apparatus and laboratory requirements up to a limit of Rs.50/- at a time.

(5) To grant casual leave to Assistants and menials.

(6) To grant privilege leave &c. as per service regulations to menials.

(7) To appoint men up to a limit of Rs.10/- ~~and~~ appointments above Rs.10/- requiring the approval of the Director.

(8) To Giving promotions to menials.

II. Powers of the Deputy and Assistant Directors

(1) Incurring contingent expenditure up to a limit of Rs.10/- (5/-) in one bill.

(2) Purchasing seed and manure up to a limit of Rs.200 (100) at a time.

(3) To appoint menials and Fieldmen but the appointment of the latter should be reported to the Director. The appointment of clerks should be approved of by the Director.

(4) Casual leave may be granted to menials, fieldmen, clerks and District Inspectors also but privilege leave to District Inspectors and clerks can be granted only under the authority of the Director.

(5) Increments and Promotions to all subordinates other than menials will be granted only under the written authority of the Director.

(6) Promotions to menials may be granted ~~if~~ in case of vacancies.

III. Powers of Senior Assistants.

(1) ~~Can~~ to incur contingent expenditure up to a limit of Rs.5/- in one bill.

(2) ~~Can~~ to appoint their respective peons.

(3) ~~Can~~ to grant casual leave to peons and fieldmen.

IV. The powers of the Farm Managers are defined under Rules for the Management of Experimental Farms.

V. District Agricultural Inspectors should not incur expenditure on any items except cart hire in connection with their tour. Tolls paid on carts will not be allowed. Expenses on account of other items should not be incurred except with the express orders of their Divisional Officers.

C O N T E N T S.

PART I.

Chapter I. General Arrangement.

II. Arrangement & Custody of Records.

III. Cash, Pay Bills &c.

IV. Books, Periodicals &c.

V. Miscellaneous.

PART II

Chapter I. Office Routine.

II. Proceedure in Experimental Farms.

III. " " Implement Depot.

PART III.

Appendix.- 1. Public Servants' Conduct Rules.

1. Rules & Prospectus of Agricultural School.

2. Library Rules.

List 9. 3. Standing Orders of Government relating to the Department.

4. Rules for Sale of Implements on Hire Purchase system.

5. List of Reports and Returns due by the Department.

6. List showing the papers &c. that should be preserved permanently &c.

7. Scale showing the supply of Clothing to menials.

8. Forms: Genl. 15.
E. Farm. 8.
Imp. Depot. 15
S. Thalwegs. 3
Green Reg. 1
Sugar Cane Reg. 1
Range Correcting Notes 1
Grain Hopper 1

10. Rules for Inspection of Offices.

Manual of
the Department of Agriculture,
Mysore State.

Part I - General.

Chapter I.

General Arrangement.

I. The Department will comprise of the following Sections:-

1. Agricultural Section -	(a) Eastern Division consisting of Bangalore, Kolar, Mysore and Tumkur districts under the Deputy Director of Agriculture. (b) Western Division consisting of Shimoga, Hassan, Kadur and Chitaldrug districts under Assistant Director of Agriculture, Shimoga. (c) Experimental Farm at Hebbal under Farm Manager directly responsible to the Director. (d) Implement Depot under an Agricultural Inspector directly responsible to the Director. (e) Agricultural Engineering under Agricultural Engineer.
II. Chemical Section	Under Chemist, Agricultural and Geological Departments,
III. Biological Section	Under the Director, comprises the three following sub_sections:- Mycological Sub_section under Senior Assistant Mycologist, Entomological sub_section under Senior Assistant Entomologist, Botany sub-section under Assistant Botanist.
~~IXXEducationalxSection~~ IV Educational Section	The teaching staff and the general management are under the Director.
V Head Office	Under Office Manager, directly responsible to the Director.

2. The following shows the sanctioned strength and the manner in which it is distributed:-

(a) Agricultural Section -

Eastern Division-	
Agricultural Inspectors	4
Clerks, on Rs. 30/-	1
,, ,, 15/-	1
Western Division-	
Agricultural Inspectors	4
Clerks, On Rs. 15/-	2
Experimental Farm at Hebbal-	
Agricultural Inspectors	4
Implement Depot-	
Fitters,	2

For uniformity, the pay may be given in all cases, or omitted altogether. Perhaps the latter is better.

(b) Chemical Section -	Mechanic, Store Clerk, Laboratoryman, and Engine Driver.	
(c) Biological Section -	Artist, Assistant Artist, Store Clerk	Common to all the sub-sections
	Mycological Sub-section-	
	Agricultural Inspector	1
	Fieldmen	2
	Laboratoryman	1
	Assistant Mycologist	1
	Entomological Sub-section-	
	Assistant Entomologist	1
	Fieldmen	2
	Laboratoryman	1
	Botany Sub-section-	
	Fieldman	1
	Laboratoryman	1
(d) Educational Section-	Assistant Chemist	1
	,, Mycologist	1
	,, Entomologist	1
	,, Botanist	1
	,, Farm Manager	1
	Laboratoryman	1
(e) Head Office -	Manager	1
	Head Clerk	1
	Librarian	1
	Accountant	1
	Clerks on Rs 40/-	2
	,, ,, 30/-	2
	,, ,, 20/-	1

3. Distribution of work - The officer in charge of a section should maintain a record of the distribution of the work among the staff. Ordinarily the work of every officer will be that alloted to him but he will be bound to undertake by working overtime, if necessary, in time of stress, any other work of the section which may be assigned to him by the officer in charge of the Section or other competent authority.

4. Establishment List - A list showing the distribution of work among the officials and a list of the menials among the sections should be maintained and revised once in every six months.

5. Working hours - The prescribed office hours are from 11 A.M. to 5 P.M., but any officer may be required to work overtime when the business of the office demands it. In the case of Experimental Farms the business hours are from 7 A.M to 12 noon and from 2 P.M. to 6 P.M.

6. Attendance - An attendance register (Appendix 8, Form 1) will be maintained in each section or sub-section in which the attendance

of every member of that section or sub-section and attached servants will be recorded. The officer in charge of a section or sub-section will take necessary steps to prevent late attandance.

In the case of farms, in addition to the attendance register of officials a nominal roll of permanent and temporary labourers will be maintained (vide Rules re management of farms. Part II, Chapter II.)

7. Leave and Holidays- Casual leave under the rules can be granted by the officer (in charge. Such leave should not be granted unless the application is supported by a certificate) by reference to the attendance register (in which such leave will be entered.)

Applications for leave other than casual leave should be on the printed (~~Appendix 8, Form 2~~ form) prescribed for the purpose and must be submitted to the Director through the officer in charge of the section concerned with a certificate as to the admissibility of the leave under the Service Regulations and (with a report as to whether (1) the applicant is deserving of the leave, (2) the number of days the applicant has been absent from the 1st July last and (3)) arrangements (which can be made in the Section) for carrying out (his) work.

Except in the case of sudden illness, no urgency of private affairs will be accepted as an excuse for absence unless leave has been asked for and obtained beforehand. Absence without leave is an infringement of discipline which unless a satisfactory explanation is submitted, will be severly noticed.

When leave has been granted to a subordinate in a section he will not avail himself of it until he has reported in writing to the officer in charge of his section that he had made over charge and that all his papers &c., have been found in order.

Leave to permament peons may be granted on the conditions laid in the Mysore Service Regulations.

Holidays- A list of Gazetted holidays will be prepared in a register kept for that purpose. Before the commencement of any holiday a memorandum should be prepared by the Accountant of the Head Office and submitted to the Director for sanction and after sanction should be circulated to the officers of sections &c. Holidays

No. 3, dated 12th April 1888.

The claims of candidates for admission to the Superior Government Service in the Revenue and General Departments shall, in the case of appointments for which no special departmental tests are prescribed, be regulated according to the following rules:-

1. Claims of candidates for admission shall be accorded preference in the following order in fillimg appointements, of which the salary is Rs. 30/- or less per mensem:-

(a) Graduates of any Indian University.
(b) Candidates who have passed the First Examination in Arts in any Indian University or in Civil Engineering or the Final Examination of the Agricultural School at Madras.
(c) Candidates who have passed the Matriculation Examination of the Madras University.
(d) Candidates who hold a Diploma of proficiency in Sanscrit from the Sanscrit at Mysore, and have also passed the Mysore Local Vernacular Examination or the Middle School Examination taking Canarese as the only or optional language.
(e) Candidates who have passed the Mysore Local Vernacular Examination or the Middle School Examination of Madras.

(Note. - 1. All candidates specified above must be able to read Kanarese manuscripts fluently.
2. Candidates specified in clauses (d) & (e) will not be eligible for appointments for which a knowledge of English is necessary, unless they possess such knowledge.
3. After 1st April 1888, no vacancy the salary of which exceeds Rs. 15/- per mensem shall be filled up with men not qualified in one of the ways specified in this Rule, excepting on the express ground (to be recorded by the Officer making the appointment) that no candidate so qualified is, after due enquiry, found to be forthcoming.)

2. Notwithstanding anything contained in Rule 1, the claims to promotions of competent officials of approved service of not less than 5 years, shall receive every consideration, when vacancies occur of appointments the salary of which does not exceed Rs. 30/ a minth, as ~~being~~ among officials with service not exceeding 5 years, or where no official with longer service is considered sufficiently qualified, the order of preference laid down in Rule 1 shall be observed:-

3. In promotions to appointments the salary of which exceeds Rs. 30/- per month; the following order of preference shall be

be observed:-

(a) Graduates or non-Graduates who have passed the Criminal and Revenue Tests of the Departmental Examination prescibed in Notification No. 215, dated 29th January 1885, according to the date of passing.

(b) Candidates specified in clauses (a) and (b) of Rule 1 who have not passed the Departmental Examination aforesaid, in the order of preference given in that Rule .

(c) Others.

Provided that the preferential promotion of the candidates not qualified by Departmental Examinations and referred to in caluse (b) of this Rule, means promotion in preference to other candidates (also not qualified by Departmental Examination) of similar standing and not exceptionally rapid promotion of a junior, as of right over the heads of unpassed seniors of long and approved services; and provided further that all preferential claims to promotions are subject to the condition that the - claimant has proved himself deserving thereof by efficiency and good conduct in his previous service.

IV. No vacancies shall, as a rule, be permanently filled up by the admission of new men, unless there has been duly publishdd a notice giving atleast 15 days' previous notice of their - existence.

V. Every Officer, who has the power to nominate or appoint to any office in the public service, shall maintain a register of candidates qualified under these rules;,all applications entered in such register, and all new applications shall be duly considered when making a nomination or appointment.

R. VIJAYINDRA RAO,

Chief Secretary.

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cannot be availed of unless they have been sanctioned.

8. Appointments and promotions- The following rules have been prescribed with regard to promotions, acting and permanent:-

~~All appointments except the appointment of menials should be reported to the Director for approval~~

Recommendations for filling up vacancies permanently or temporarily should give clear and specific information.

Promotions either acting or ~~temporary~~ substantive will be given after the merit of each case has been individually considered.

All appointments and promotions whether permanent, temporary, or officiating carrying salaries fixed at or above or progressing to or above Rs 100/- should be made with the sanction of Government. (vide G.O. No. C 17108-47-Mis. 2yru dated 1-6-03; No. G. 404-43 dated 27-7-03; and No. G 910-49 dated 12-8-03).

Increments due to officers in graded appointments whether acting or permanent should be claimed by themselves on the due dates. All such claims should be made to the Director through the officer in charge of the section concerned, who will forward the same to the Director with a report as to the conduct of the applicant, the state of his work, whether he is indebted or not and whether there were any complaints against him as regards delay or neglect of duty during the year for which the increment is claimed. According as this report is favourable or otherwise the Director may order the increment to be given at once or deferred for such period as may be considered desirable by him. This order should be filed in the section concerned.

Assistant Chemists and other Assistants will make their claims direct to the Director who will dispose of them according to their merit.

Promotions in the establishment will be regulated as follows:-

1. Office Manager and Head Clerk's place will be given to those who have agricultural qualifications or those who have had at least 5 years' experience in the Department's office routine.

2. The Accountant's place will be given to one who has passed Accountant Test.

3. Posts of Farm Managers will be given to qualified Agricultural

8. Indebtedness. Rules regarding this will be found in the Public Servants' Personal Conduct Rules given in the Appendix 1. Officers in charge of Sections

Inspectors who have put in at least 2 years' Service in the Department.

4. Promotions to 1st grade Agricultural Inspectors will be given to those deserving Agricultural Inspectors who have put in at least one year's service in the Department and such promotions will be given only so long as there are vacancies.

5. As far as possible qualified and trained men will be appointed as 2nd grade Agricultural Inspectors but preference will be given to those who possess practical knowledge.

6 Promotions to Fieldmen and Laboratorymen will be made having in view capability for field work and laboratory work.

7. The posts of Rural Science Supervisors will be given to those who have agricultural training.

8. Indebtedness- Getting into debt will involve very severe penalties and any official found to have borrowed money from or lent money to any other official or any relation or connection of another official will be liable to dismissal. Officers in charge of Sections are bound to bring to Director's notice any cases of this kind coming to their notice.

9. Confidential nature of official information- Official information should not be divulged or official documents copied for private or non-official use. No official shall make use of any unpublished record or letter by way of communication to the public press or unauthorised persons without the permission of the officer in charge of the Section.

10. Certificate- No certificate shall be given to any member of any establishment except under the signature of the officer in charge.

Chapter II.

Arrangement and custody of Records.

1. Registers- For the registration of papers received or sent out the following registers should be maintained:-
(a) "From" Register, (b) "To" Register, (c) Delivery book and Tappal book.

2. On every paper received, the receiving officer shall put his initials and note the action to be taken in a slip separately.

3. Papers requiring immediate attention should be disposed of at the shortest period possible.

4. Papers must be despatched on the day they are signed or the following day. Abnormal delay in the issue of letters must always be reported to the officer in charge whose duty it shall be to check the despatch register once a month.

5. A list of references pending shall be prepared once a month under the following heads:-

a. Pending for less than a week,

b. ,, ,, more than a week but less than a month,

c. ,, ,, ,, ,, a month ,, ,, ,, 2 months.

d ,, for more than two months.

Reasons for delay should be stated where necessary. A copy of the list should be sent to the Director not later than the 5th of the month succeeding the one to which it relates.

6. A list of reports and returns that should be submitted should be maintained.

7. A complete list of the standing orders of Government relating to the work of the Department and of the instructions issued by the Director should be maintained. It should be revised and kept upto date with a table of contents and index for facility of reference.

Chapter III.

Cash, Pay bills &c.

1. An official of sufficient status should look after the cash transactions in the sub-sections of the Agricultural Section and should maintain the following registers:-

a. Cash book for entering daily receipts and expenditure of all kinds (appendix 8 Form ~~3~~ 2)
b. General ledger and classified abstract of the monthly totals of the Cash book (appendix 8 ~~Forms 9 & 10~~) ~~Form~~ 3 ~~9~~ 4.
c. Contingent register, as per printed book.
d. Order book for contingent charges (~~appendix 8, Form 11~~) 5
e. Acquittance roll, (appendix 8, Form ~~12~~) 4 / 5

How much

The official dealing in cash should give sufficient cash security. Officers in charge of the Mycological and Entomological subsections who have been provided with imprests should maintain Imprest cash account books (~~appendix 8, Form 13~~) 7.

The Acquittance roll should be drawn after the approval of the pay bills and should show the disbursement to the establishment,

of salaries and allowances and of the receipts taken from the payees in acknowledgement. It should be examined every month by the officer in charge or other officer deputed by him for the purpose who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

2 The official responsible for cash transactions shall be forbidden to keep office funds in his personal possession or mixed up with private money.

3. Proper arrangements for guarding cash should be made.

4. Furniture list- A register (Form 14) should be maintained in each section showing the articles of furniture, purchased from time to time and details as to their cost and dates of purchase. The officer in charge of each section is responsible for the care of the furniture &c in the section. Once a quarter the furniture register should be verified and the result reported to the Director. Furniture sold, destroyed or lost should be written off under the Director's sanction.

5. Stationery Register and indents- A register of articles of stationery received and issued as per printed book supplied by the Stationery depot should also be kept in every section. This register should be inspected every month and the stock verified once a year at the close of the calendar year. Indent for the same should be made out about the beginning of the calendar year and forwarded to the Director. The stock of stationery and forms should be under the charge of a responsible official who would issue the supplies and take acknowledgements for the supplies made.

6. Register of other articles- A register similar to the furniture of other articles such as apparatus, implements and tools, seeds, manures &c that may be obtained in the section concerned should also be maintained which should show the same details as the register of furniture.

7. Service books - A service book (supplied by the Govt. book Depot) should be maintained for each official and menial in which his designation and its alterations, his pay and its alterations and particulars of leave &c should be noted and attested

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under the initials of the officer. These books should be verified quarterly or half yearly and they are not to be made over to the official or menial concerned but kept in the custody of the officer. Reference to these books may be made by the official or menial concerned by looking at them in the presence of the official in whose custody they are.

9. There shall be an order book in which all orders re grants of leave, promotions, appointments, fines &c should be entered.

Chapter IV.

Books, Periodicals &c.

1. The Librarian will maintain a register (Form ~~14~~ 7) in which he will enter from day to day all new books received by him. He should take orders for its classification and disposal while entering them in his register.

2. At the end of each quarter, the Librarian should prepare and submit a supplement to the Library catalogue, showing the additions made to the Library during the quarter.

3. The Librarian will maintain a register (Form ~~10~~ 8) of the Periodicals subscribed for by the Department or supplied to the Department and should bring to notice any irregularity in their receipt.

4. The Librarian is responsible to see that the files of Periodicals are maintained complete, and such of them as are to be kept in the Library are punctually bound and brought into the Library catalogue.

5. At the beginning of each quarter of the calendar year, the Librarian should submit to the Director a list of the reports, periodicals &c, to be bound; also of any old books which may require rebinding or repair.

6. Periodicals will be circulated according to a prescribed list to officers of the Department.

7. Books and Periddicals will be issued as per rules given in the Appendix.

8. A register (Form ~~9~~ 9) showing all the departmental publications should be maintained. Also a Press book (Form ~~10~~ 10) showing the ~~a~~ date of sending ~~Mss.~~ manuscripts to the press for printing and other details should be maintained.

Is this necessary?

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Chapter V.

Miscellaneous.

1. Infectious Disease- No one in whose family there is a case of plague or other infectious disease will be allowed to attend office until it is certified by the District Medical and Sanitary Officer that there is no risk to other members of the office in his attending.

Peons are required to present themselves during office hours neatly dressed with their belts on and to keep their badges neat and tidy.

2. Punishments- Punishments such as fines &c are only inflicted on officials by the Director and these should be noted in a register maintained in the office styled "defaulters' book". Menials may be fined by Officers in charge of Sections concerned.

3. Establishment List- A printed list ~~(Form 13)~~ of the whole including gazetted officers is issued every ~~year~~ half year corrected upto 1st July and 1st January. The names of men acting in higher grades will be shown in italics at the bottom of the grade in which they are acting. At the end of this list, a distribution list of the establishment showing the duties which are being done by each member noted against his name, should be attached.

4. Clothing to Menials- Mutchi, Laboratory attenders and Farm servants cannot have free clothing. Clothing will not be issued to temporary peons unless there is a prospect of the continuance of their employment for two years in which case clothing may be allowed with the special sanction of the Director. Rules for issue of clothing and belts to peons are to be found in the appendix.

5. Admission of strangers- Strangers should not be admitted into any of the working rooms without the permission of the Officer in charge which should be given only in exceptional cases. No clerk or member of another office shall have access to any of the office records unless permission to that effect has been obtained from the officer in charge.

6. Forms- All new and revised forms should be sent up to the Director for approval. A complete list of the Departmental forms ~~should~~ are to be found in the appendix.

7. Reports & Returns- The reports and returns from each section should not be delayed beyond their due dates. A list of returns and reports should be kept in each section.

7. Correspondence- The tone of letter and objection statements should always be as temperate and polite as possible. Nothing is gained, rather the reverse, by imperative orders which can generally be conveyed in the form of requests. No letters conveying censure in however slight a degree may go out except under the Director's signature. Official letters received should not be made use of as a transit register nor should they contain any remarks not bearing on the actual disposal of such papers. Endorsement memos should be made only in cases where the original papers endorsed are finally disposed of and are not required to be returned for record in the office.

9. Requisitions for the services of members of one section of the office by another should be made in writing by the officers concerned. The nature of and the period for which such services are required should be clearly stated.

10. Printing- All printing works should be done at the Government Press. All new forms should be approved by the Director and the printing of the same should be sanctioned by Government.

11. Maps- A register of the maps received should be kept in Form No. 14.

12. Distribution of Departmental Publications- There should be maintained a standing distribution list of the Departmental publications issued from the Department, in which changes and additions should be entered from time to time with a reference to the orders under which they are made.

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Part II.

Chapter I - Office Routine.

The proceedure laid down in this Chapter is applicable to the office of the Director and as far as practicable to the offices of the Deputy and Assistant Directors.

The Manager will be responsible for seeing that no unnecessary delay takes place at any stage of the work. He will see that all inward letters and other papers are promptly distributed and all outward papers sent out. He will from time to time examine the records and see that they are kept in proper order. He will exercise strict control over the menials of the office, see that they perform their duties properly and bring cases of neglect to the notice of the Director who will punish the men by fine or otherwise.

The letters will be brought from the Post office by one of the watchmen and delivered to the Mutchi. Letters received in the course of the day at the office will also be received by the Tappal clerk.

Registered letters will be signed for and opened by the office Manager.

All covers received in the office are first entered in a Tappal book maintained in which the office from which the covers are received as well as the numbers which they are said to contain are duly noted. All covers excepting those addressed to the Director by name are opened by the Office Manager and the papers after being stamped with the office date stamp are then placed before the Director with necessary references, who will return the same with his initials and his orders on them. No important letters, returns or accounts can be dealt with unless they bear the Director's initials. ~~On the receipt of them into the office from the Director they should be checked with the Tappal book and distributed.~~

This book may perhaps be dispensed with

Letters addressed by name will be opened by the Director himself. During the absence of the Director from Head Quarters, covers addressed to him by name and delivered through messengers will be opened by the Senior Officer ~~should not be received and retained in the office pending his arrival but returned~~

~~to the sender for instructions as to whether the cover should be retained or forwarded~~ to him or opened by the office for disposal.

All telegrams will be received by the Office Manager and submitted to the Director unopened, and during his absence to the Deputy Director. All letters, documents &c of whatever kind whether received from Government or from other officers must be registered in the office before issue to any one in the Department.

Papers of general interest will be marked by the Manager for circulation among officers of the Department for information and such papers should be circulated to them with a memorandum slip attached. These officers will initial the slip in token of their having seen the papers which should be returned to the office without delay so that the disposal of the letters may not be delayed.

All unofficial files, D.O. letters should be treated as confidential documents. These will be registered by the Office Manager himself in a separate register and forwarded in closed covers to the officers concerned. Replies to D.O. letters and copies of opinions expressed in unofficial files and other confidential papers will be filed and kept under lock and key in an almirah by the Office Manager.

All papers of an urgent character that may be sent or forwarded should be marked "Urgent" in red ink in a conspicuous place. All urgent papers received should be attended to with the least possible delay.

The letters received will be registered in separate registers as shown below:-

1. Letters received from all the Secretariats,
2. ,, ,, ,, Heads of Departments and Deputy Commissioners
3. ,, ,, ,, Departmental Staff,
4. Letters concerning Implement Depot,
5. D.O. letters.

Reminders received will be entered in a separate register, ~~Form 15~~ 20, ~~Appendix 8.~~

The Registering clerk after registering will transfer the same to the Record Keeper who will put up all references connected with

them for early disposal.

All unofficial references should be submitted to the Director immediately on their receipt. A register should be maintained in which the number, date and subject of the reference in brief shall be noted. The Director's reply should be noted in the Register. When any official orders are issued by Government after unofficial communication the number and date of the unofficial reference should be noted on the official order.

The approved drafts should be typed. The urgent and important letters should be typed first. The typed copies should be compared with the drafts by the Head Clerk who should put in his initials in the left hand corner at the bottom of the letter after comparison. The typed letters with enclosures &c., should be passed on to the Office Manager for submission to the Director for signature.

Letters of importance or those with which valuables are sent should have the direction to register or to insure as the case may be, written on the office copy by the Manager under his initials.

Copies of bills, bills, objections answers, memoranda and other papers connected with accounts should be prepared by the Accountant.

Printed forms will ordinarily be used in copying dockets and letters. Letters addressed to Government should invariably be docketed. Fair copies of dockets addressed to Heads of Departments and Deputy Commissioners should always be in half sheets. Figured statements should be compared and initialled by the Manager.

The name as well as the official designation of both the writer and the officer addressed should be set out at the head of every letter. Particular care should be taken to avoid erasures in copying names.

The examiner of fair copies will take up urgent fair copies first and the others in order of receipt. Ordinarily he will make over the draft to the reader to read to him holding the copy himself but when the draft is intricate or full of alterations he will take it up himself and ask the reader to read it to him from the fair copy. In such cases he will look through the fair copy again to examine the spelling, punctuation &c. In comparing the copies the examiner will follow the sense as well as the wording. He will

pass no fair or other copy without scrutiny and will be held primarily responsible for any mistake in fair copies. In passing fair copies he will fill up the number of enclosures, if any, and see that the enclosures are duly marked on and attached to them. He will then initial both draft and copy.

Urgent letters will be sent up for signature in advance. All true copies will go out under the signature of the Manager.

Fair copies ~~for~~ of drafts approved by the Director or other approved correspondence may during the Director's absence, be signed by the ~~Chemist~~ Senior officer of the Department.

After the fair copies have been signed and received back in the office they will be made over to the despatcher who will number them, enclose them with enclosures in ~~a~~ covers, address the covers properly, enter them in the despatch book and despatch the covers after the peon's signature in the book.

Before letters are delivered to the despatcher for despatch the Manager should see that each paper is signed, dated and see that the enclosures are properly secured (and they are) in order. The despatcher will be careful to see that the enclosure of each letter is correctly forwarded and also will be careful to write on the cover the station at which it is to be delivered. When covers are sent by a peon of the office they should be entered in a separat delivery book Form 1. Packets containing valuables should be entrusted only to trustworthy messengers. The Manager should see that the delivery of the valuables is acknowledged in the delivery book.

When covers are sent by post, care should be taken to register ~~and should~~ the covers containing valuables, if a direction to that effect has been given in the office copy. Cases in which registration or insurance may seem necessary but in which no instruction has been given should be referred to the Manager and his instruction obtained.

All covers sent by post will be franked by the despatching clerk. Intimations of changes of address should always be shown to the despatcher who should note them for guidance.

At the close of the day the despatcher will hand over to the ~~dai~~ diaryist all the office copies of outward letters for doing h

the needful. When confidential papers are sent out of office they should be put into double covers the inner one being marked "Confidential" and superscribed with the name of the addressee and the outer one bearing only the usual official address. Both the inner and outer covers should be sealed.

Copies of all circulars from the office should be sent to Government.

Service postage stamps are used only in the case of letters which are required to go beyond the limits of the State. Registering fees are prepaid in service postage stamps. These stamps are obtained from the District Treasury from time to time, on an indent prepared in the printed form supplied by the Stationery Depot. They are kept in the custody of the despatcher who will keep an account of the receipts and issues from time to time. The register Form 13 of letters despatched by post shows the expenditure. A running total should be made which should show the expenditure for the year. The Accountant will check this account daily and initial the entries in token of his check of the accounts. This should also be checked by the Manager once a month.

The records should be arranged into two groups:- 1. Case files, and 2. Letter files.

Cases will only be formed when it is necessary to keep the papers connected together either on account of importance or for special convenience. A case register ~~Form 14~~ in foolscap size containing the following columns will be kept by the record keeper (1) Serial number of case, (2) Descriptive name, (3) Serial or diary or outward number and date of each letter in case and (4) remarks. In this register all cases formed will be entered. Ordinarily one page should be allotted for each case so that the addition of ~~xpx~~ papers filed from time to time may be duly noted therein. There should be be an index to this register prepared alphabetically and attached to the fly leaf of the register.

3+4 may be notes on a form sheet affixed to the file.

Whenever it appears to the Head Clerk that the subject of any correspondence is likely to be protracted or of sufficient importance to form a "case" he should enter the name of the proposed case in a printed slip in the form given below and pass it to the Office

Manager who if he thinks the correspondence should be filed as a case will initial the slip.

No. of case and year.

Title or subject.

The papers will be arranged in the order of dates (of receipt or issue as the case may be) with the contents slip on the top. The papers will be numbered and the numbers should be put on the upper right hand corner. Office notes should be written separately on a foolscap paper and these should be filed in the bottom of the file separately from the letters. The papers thus arranged should be bound in durable files which should be neatly labelled showing briefly the subject matter of the case and serially arranged and kept in the record almirah.

Letters from Government or other authority containing orders of general application should not be filed with a case. A printed spare copy of such orders if available should be filed with the case if the order in any way affects the subject of the correspondence. If no spare copy is available a manuscript one should be made and filed.

The Record Keeper shall keep up a register or index in which a sufficient number of consecutive pages are alloted for each class of book or other record received. In this register are entered after examination each in its proper place the entries relating to each class of record being consecutively numbered in a separate series and a correspondence number provisionally marked upon the record itself.

No match or artificial light of any sort will be allowed to be kept near the records. Smoking in the office is strictly prohibited.

All books and publications received in the office will be transferred to the Librarian except the Civil Lists, Mysore Service Regulations, Treasury Manual &c., which will be kept with the Record Keeper. The Librarian on receipt of books will check them with invoices, stamp them and register them in his register

The Accountant is responsible for the timely preparation of the pay and travelling allowance bills of the establishment and

and for drawing the amounts from the Treasury after they are audited. Before commencing distribution the signatures of officers should be obtained in the acquittance roll which should be approved by the Office Manager. After distribution a memo showing the amounts remaining undisbursed should be prepared and submitted to the Office Manager and the amount of any undistributed pay that may be on hand at the close of a month should be short drawn in the subsequent month's pay bill. He should see to the timely and correct preparation of the Abstract and Detailed contingent bills. Quarterly, half yearly and yearly statements and returns due to Government and the Budget should also be prepared by them correctly and in time.

The pay of officers on tour, if their tour is likely to extend beyond the month in which the pay is to be drawn, should be withheld for future payment and their paybills should be prepared on supplemental bill and sent for audit with necessary instruction If the officers on tour leave instructions that their pay should be drawn those instructions should be noted in a book and the pay drawn should be disposed of as per their instructions.

An abstract of leave of officers, clerks &c and of servants should be prepared in separate forms and submitted to the Director every month.

He shall also be responsible for the preparation of indents for stationery and forms and proper distribution of the same to the Sections. The stationery will on receipt from the Stationery Depot be checked by the Office Manager who will see that the quantities received are brought on the stock account under his initials

Stock issued on the indents received from the Sections will be entered in the Stock Register which will be closed and balanced on the last day of each month and initialled by the Office Manager The Manager will verify the stock once a year about the time of sending the annual indent in January.

For articles locally purchased a register similar to the preceding one will be kept. The monthly requirements will be entered

in the requisition book and the sanction of the Director obtained before purchase. The acknowledgments for delivery will be taken in the same way as above.

A Stock Register Form 7B of all forms will be kept; whenever the supply of any particular form appears to be running low the office Manager's attention should be called to the same in writing and he will take necessary steps to replenish the stock.

Tour Programmes.-- Whenever the Director goes out on tour the Senior Officer in charge of the routine work of the office during his absence will see that 2 copies of the Programme of tour are sent direct to the Dewan, and Secretary to the Government, Departments of Agriculture, &c., for information of Government.

The above procedures should as far as practicable be adopted in the offices of the Deputy and Assistant Directors.

Whenever it appears to the head clerk that the subject of any correspondence is likely to be protracted or of sufficient importance to form a "case" he should enter the name of the proposed case in a printed slip in the form given below and pass it to the office manager who if he thinks the correspondence should be filed as a case will initial the slip.

Number of case and year
Title of subject.

The papers will be arranged in the order of dates(of receipt or issue as the case may be)with the contents slip on the top. The papers will be numbered and the numbers should be put on the upper right hand corner. Office notes should be written separately on a foolscap paper and these should be filed in the bottom of the file separately from the letters. The papers thus arranged should be bound in durable files which should be neatly labelled showing briefly the subject matter of the case and serially arranged and kept in the record almirah.

Letters from Government containing orders of general application should not be filed with a case. A printed spare copy of such orders if available should be filed with the case if the order in any way affects the subject of the correspondence. If no spare copy is available a manuscript one should be made and filed.

The Record keeper shall maintain a register or index in which a sufficient number of consecutive pages are allotted for each class of record received. The entries relating to each class of record should be consecutively numbered in a separate series and a correspondence number provisionally marked upon the record itself.

Records will be sorted in accordance with the lists issued with Government order No. dated (vide appendix) and destroyed periodically.

No match or artificial light of any sort will be allowed to be kept near the records. Smoking in the office is strictly prohibited.

All books and publications received in the office will be transferred to the Librarian except the Civil Lists, Mysore Service Regulations Treasury Manual, etc., which will be kept with the Record Keeper. The

The Librarian on receipt of books will check them with invoices, stamp them in his register.

The Accountant is responsible for the timely preparation of the pay and travelling allowance bills of the establishment and for drawing the amounts from the Treasury after they are audited. Before commencing distribution, the signatures of officers, etc., should be obtained in the acquittance roll which should be approved by the office manager. After distribution a memo showing the amounts remaining undisbursed should be prepared and submitted to the office manager and the amount of any undistributed pay that may be on hand at the close of a month should be short drawn in the subsequent month's pay bill. He should see to the timely and correct preparation of the Abstract and detailed contingent bills. Quarterly, half yearly and yearly statements and returns due to Government and the Budget should also be prepared by him correctly and in time.

The pay of officers on tour, if their tour is likely to extend beyond the month in which their pay is to be drawn, should be withheld for future payment and their pay bills should be prepared on supplemental bill and sent for audit with necessary instruction. If the officers on tour leave instructions that their pay should be drawn those instructions should be noted in a book and the pay drawn should be disposed of in accordance with their instructions.

An abstract of leave of officers, clerks, etc., and of servants should be prepared in separate forms (forms 14 and 15) and submitted to the Director every month.

The accountant shall also be responsible for the preparation of indents for stationery and forms and proper distribution of the same to the sections. Stationery will when received from the Stationery Depot, be checked by the office manager who will see that the quantities received are brought on the stock account under his initials.

Stock issued on the indents received from the sections will be entered in the Stock Register which will be closed and balance struck on the last day of each month and initialled by the office manager. The manager will verify the stock once a year about the time of sending the annual indent in January.

For articles locally purchased a register similar to the preceding one will be kept. The monthly requirements will be entered in the requisition book and the sanction of the Director obtained before purchase. The acknowledgments for delivery will be taken in the same way as above.

A Stock Register of all forms will be kept whenever the supply of any particular form appears to be running low the office manager's attention should be called to the same in writing and he will take necessary steps to replenish the stock.

II. Duties and Powers of Officers.

(1) Director - The Director is the head of the Department and exercises executive and administrative control in all its branches. He is in direct charge of the Biological Section and also of the general management of the Agricultural School besides the Head Office.

(2) Deputy and Assistant Directors - Being in charge of the Eastern and Western Divisions respectively each attends to the work of the Agricultural Section therein.

are as follows:-

(1) To ~~xxxxxxx~~ incur contingent expenditure up to a limit of Rs 5 in one bill.

(2) To appoint their respective peons.

(3) To grant casual leave to peons and fieldmen.

Rules. re
Unusual or Short Courses.

"Ryots and agricultural labourers will be received on the Hebbal and the Marthur Farms for periods not exceeding 1 month under the following conditions:-

(a) Government will bear half the expense of the railway fare to and from the Farm. Of the remainder a portion not exceeding ¼ of the total may be met from the Taluk Progress Committee Funds, the balance to be met by the ryots or from private subscription.

(b) Accommodation will be provided free of charge to the ryots who are expected to make their own arrangements for food.

2. During the time the ryots and labourers work on the Farms they will be paid at the prevailing local rates for labour.

3. A register will be maintained of the ryots attending short courses and the following particulars will be entered therein:-

(a) Name of the ryot;
(b) Age;
(c) Usual place of residence, and
(d) Period of training and subject taught.

4. The dates of such courses will be notified in the Mysore Gazette.

5. In cases where landlords wish to send their own ryots or labourers, application for admission may be made by them direct to the Director of Agriculture. The same conditions apply to cases where ryots wish to come on their own initiative and receive no assistance from local bodies.

6. Where local bodies bear part of the expenses, the selections should be made by them.

7. The Amildars of Taluks and Chairmen of Taluk Progress Committees may intimate direct to the Managers of the Farm at least one month before the commencement of each course, the number of ryots who have agreed to attend the course.

Chapter III -Subordinates.

(i) Recruitment - The general rules prescribed by Government in Government Order No.75-E.A.G.-40 dated the 24th November 1916 for appointments and promotions in the clerical grades should be observed.

In addition to the above, the following departmental rules are prescribed:-

Recommendations for filling up vacancies permanently or temporarily should give clear and specific information.

Promotions either acting or substantive will be given after the merit of each case has been individually considered.

All appointments and promotions whether permanent, temporary, or officiating carrying salaries fixed at or above or progressing to or above Rs 100 should be made with the sanction of Government.(Vide G.O. No.C.17108-47/Mis. 2yru.dated 1-6-03).

Increments due to officers in gradde appointments whether acting or permanent should be claimed by themselves on the due dates. All such claims should be made to the Director thrpugh the officer in charge of the section concerned who will forward the same to the Director with a report as to the conduct of the applicant, the state of his work,whether he is indebted or not and whether there were any complaints against him of delay or neglect of duty during the year for which the increment is claimed. According as this report is favourable or otherwise the Director may order the increment to be given at once or deferred for such period

period as may be considered desirable by him. This order should be filed in the section concerned.

Scientific Assistants will make their claims direct to the Director who will dispose of them according to their merit.

Promotions in the subordinate establishment will be regulated as follows:-

i. Office Manager and Head clerk's place will be given to those who have agricultural qualifications or those who have had at least 5 years' experience in the Department's office routine.

ii. The Accountant's place will be gievn to one who has passed Account test.

iii. Posts of Farm Managers will be given to qualified Agricultural Inspectors whp have put in at least 2(two) years' service in the department.

iv. Promotions to 1st grade Agricultural Inspectors will be given to those deserving Agricultural Inspectors who have put in at least one year's service in the Department and such promotions will be given only so long as there are vacancies.

v. As far as possible qualified and trained men will be appointed as 2nd grade Agricultural Inspectors but preference will be given to those who possess practical knowledge.

vi. Promotions to fieldmen and Laboratory men will be made having in view capability for field work and laboratory work.

vii. The posts of Rural Science Supervisors will be given to those who have agricultural training.

(ii) Discipline.

Working hours - The prescribed office hours are from 11 to 5 P.M. but any officer may be required to work overtime when business of the office demands it. In the case of Experimental Farms the business hours are from 7 a.m. to 12 noon and from 2 p.m. to 6 p.m.

Attendance - An Attendance Register (Appendix 9, Form 1) will be maintained in each section orsub-section in which the attendance of every member of that section orsub-section and attached servants will be recorded. The officer in charge of a section or sub-section

sub-section will take necessary steps to prevent late attendance.

In the case of farms, in addition to the attendance register of officials a nominal roll of permanent and temporary labourers will be maintained (Vide Rules re:management of Farms Part II,Chapter II).

Infectious diseases - No one in whose family there is a case of plague or other infectious disease will be allowed to attend office until it is certified by the District Medical and Sanitary Officer that there is no risk to other members of the office by his attending.

Leave and holidays - Casual leave under the rules can be granted by the officer concerned after ascertaining by reference to the attendance register that the applicant is entitled to the leave asked for.

Applications for leave other than casual leave should be on the printed form prescribed for the purpose and must be submitted to the Director through the officer in charge of the section concerned with a certificate as to the admissibility of the leave under the Service Regulations, the expediency of granting it and with a recommendation of arrangements necessary for carrying out the work of the applicant during his absence.

Except in the case of sudden illness,no urgency of private affairs will be accepted as an excuse for absence unless leave has been asked for and obtained beforehand. Absence without leave is an infringement of discipline which unless a satisfactory explanation is submitted,will be ~~xxxxxix~~ severely noticed.

When leave has been granted to a subordinate in a section he will not avail himself of it until he has reported in writing to the officer in charge of his section that he had made over charge and that all his papers,~~xxx~~ etc., have been found in order.

Leave to permanent peons may be granted on the conditions laid down in the Mysore Service Regulations.

Holidays - A list of gazetted holidays will be placed in a register kept for that purpose. Before the commencement of any holida a memorandum should be prepared by the Accountant of the Head office and submitted to the Director for sanction and after sanction should

should be circulated to the officers of sections,etc. Holidays cannot be availed of unless they have been sanctioned.

Personal conduct - The rules regarding the personal conduct of public servants issued in the Government order of July 1915 (vide appendix) shall be duly observed and officers in charge of sections are bound to bring to the Director's notice any cases of infringement,such as indebtedness,etc.,coming to their knowledge.

Punishments - Punishments, such as,fines,etc., are only inflicted on officials by the Director and these should be noted in a register maintained in the office styled "Defaulters' Book". Menials may be fined by officers in charge of sections concerned.

Confidential nature of official information - As laid down in the general rules of office procedure issued with Government order No. dated November 1914 official information should not be divulged or official documents copied for private or non-official use. No official shall make use of any unpublished record or letter by way communication to the public press or unauthorised persons without the permission of the officer in charge of the section

Admission of strangers - Strangers should not be admitted into any of the working rooms without the permission of the officer in charge which should be given only in exceptional cases. No clerk or member of another office shall have access to any of the office records unless permission has been obtained from the officer in charge.

Certificate - No certificate shall be given to any member of any establishment except under the signature of the officer in charge.

half year corrected up to 1st July and 1st January. The names of men acting in higher grades will be shown in italics at the bottom of the grade in which they are acting. At the end of the list a distribution list of the establishment showing the entries which are being done by each member noted against his name should be attached.

Furniture list - A register 9General Form 6) should be maintaine in each section showing the articles of furniture, purchased from time to time and details as to their cost and dates of purchase. The officer in charge of each section is responsible for the care of the furniture,etc., in the section. Once a quarter the furniture register should be verified and the result reported to the Director. Furniture sold,destroyed or lost should be written off the accounts under the Director's sanction.

Stationery register and indents - A register of articles of stationery received and issued as per printed book supplied by the Stationery Depot should also be kept in every section. This register should be inspected every month and the stock verified once a year at the close of the calendar year. An indent for the same should be made out about the beginning of the calendar year and forwarded to the Director. The stock of stationery and forms should be under the charge of a responsible official who would issue the supplies and take acknowledgments for the same.

Forms - All new and revised forms should be sent up to the Director for approval. A complete list of the departmental forms is given in appendix

Register of other articles - A register similar to the furniture register should be maintained for each section for apparatus,implements and tools,seeds,manures,etc.

Service Books - A service book (obtained from the Government Book Depot) should be maintained for each official and menial, in which all orders relating to his designation and pay and all

all particulars of leave,etc., granted should be noted and attested under the initials of the officer. These books should be verified quarterly or half yearly and they are not to be made over to the official or menial concerned but kept in the custody of the officer. Reference to these books may be made by the official or menial concerned by looking at them in the presence of the official in whose custody they are.

There shall be an order book in which all orders re:grants of leave, promotions,appointments,fines,etc.,should be entered.

Clothing to menials - The Mutchi, the Laboratory attenders and Farm servants cannot have free clothing. Clothing will not be issued to temporary peons unless there is a prospect of the continuance of their employment for two years in which case clothing may be allowed with the special sanction of the Director. The scale sanctioned for issue of clothing and belts to peons is given in appendix

Peons are required to present themselves during office hours neatly dressed with their belts on and to keep their badges neat and tidy.

Chapter III. Office Routine

1. General

Distribution of work - The officer in charge of a section should maintain a record of the distribution of work among the staff. Ordinarily the work of every officer will be that allotted to him but he will be bound to undertake by working overtime if necessary in time of stress any other work that may be asigned to him by the officer in charge of the section or other competent authority.

Requisitions for the services of members of one section of the office by another to be made in writing by the officers concerned. The nature of and period for which such services are required should be clearly stated.

Registration of papers and theirdisposal -

Registers - For the registration of papers received or sent out, the following registers should be maintained:-

(1) From Register

(2) To Register and

(3) Delivery Book

(4) Tappal Books

On every paper received the receiving officer shall put his initials and note the action to be taken in a slip separately.

Papers requiring immediate attention should be disposed of within the shortest period possible.

Correspondence - The tone of communications should always be as temperate and polite as possible. No letters conveying censure in however slight a degree may go out except under the Director's signature. Official letters received should not be made use of as a transit register nor should they contain any remarks not bearing on the actual disposal of such papers. Endorsement memos should be

be made only in cases where the original papers endorsed are finally disposed of and are not required to be returned for record in the office.

Papers must be deppatched on the day they are signed or the following day. Abnormal delay in the issue of letters must always be reported to the officer in charge whose duty it will be to check the despatch and to registers once a month.

Arrear Lists - A list of references pending shall be prepared once a month under the following heads:-

(a) Pending for less than a week.

(b) More than a week but less than a month.

(c) More than a month but less than 2 months.

(d) More than two months.

Reasons for delay should be stated where necessary. A copy of the list should be sent to the Director not later than the 5th of the month succeeding the one to which it relates.

Reports and Returns - A list of reports and returns due in the office as well as those due from the office should be maintained in the form prescribed. The reports and returns from each section should not be delayed beyond their due dates.

Standing Orders - A complete set of the standing orders of Government relating to the work of the Department and of the instructions issued by the Director should be maintained. It should be revised and kept up-to-date with a table of contents and index for facility of reference

Cash, pay bills, etc., - The Accountant of the Head office and of the Implement Depot and the clerk of the Deputy Director and Assistant Director's office who is entrusted with the cash should maintain the following Registers:-

(a) Cash book for entering daily receipts and expenditure of all kinds (Appendix 9, Form 2).

(b) General ledger and classified abstract of the monthly totals of the Cash Book (Appendix 9, Forms 3 and 4).

(c) Contingent register as per printed book.

(d) Order book for contingent charges.

(e) Acquittance roll, (Appendix 9, Form 5).

Other officers should maintain the imprest cash books prescribed.

The following accountants and clerks dealing in cash should furnish the security mentioned against each:-

(a) The Director's office Accountant	..	Rs 250
(b) Implements Depot Accountant	..	Rs 250
(c) Deputy Director's clerk	..	Rs 200
(d) Assistant Director's clerk	..	Rs 200

The acquittance roll should be drawn after the approval of the pay bills and should show the disbursement to the establishment of salaries and allowances and of the receipts taken from the payees in acknowledgment. It should be examined every month by the officer in charge or other officer deputed by him for the purpose who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

The official responsible for cash transactions is forbidden to keep office funds in his personal possession or mixed up with private money.

Proper arrangements for guarding cash, especially at night and on holidays should be made.

Establishment - A printed list of the whole establishment of the Department including Gazetted officers is issued every half

Director's office - The Manager will be responsible for seeing that no unnecessary delay takes place at any stage of the work. He will see that all inward letters and other papers are promptly distributed and all outward papers sent out. He will from time to time examine the records and see that they are kept in proper order. He will exercise strict control over the menials of the office, see that they perform their duties properly and bring cases of neglect to the notice of the Director.

The letters will be brought from the Post Office by one of the watchmen and delivered to the Mutchi. Letters received in the course of the day at the office will also be received by the Tappal clerk.

Registered letters will be acknowledged and opened by the office Manager.

All covers excepting those addressed to the Director by name are opened by the Office Manager and papers after being stamped with the office date stamp are then placed before the Director with necessary references, who will return the same with his initials and his orders on them. No important letters, returns or accounts can be dealt with unless they bear the Director's initials.

Letters addressed by name will be opened by the Director himself. During the absence of the Director from headquarters, covers addressed to him by name received by post or delivered through messengers will be opened by the Senior Officer.

All telegrams will be received by the Office Manager and submitted to the Director unopened, and during his absence to the Senior Assistant. All letters, documents, etc., of whatever kind whether received from Government or from other officers must be registered in the office before issue t to any one in the Department.

Papers of general interest will be marked by the Manager for circulation among officers of the Department for information and such papers should be circulated to them with a memorandum slip attached. These officers will ~~initix~~ initial the slip in token of their having seen the papers

papers which should be returned to the office without delay so that the disposal of the letters may not be delayed.

All unofficial files, and D.O.letters should be treated as confidential documents. These will be registered by the office manager himself in a separate register and forwarded in closed covers to the officers concerned. Replies to D.O.letters and copies of opinions expressed in unofficial files and other confidential papers will be filed and kept under lock and key in an almirah by the office manager

All papers of an urgent character that may be sent or forwarded should be marked "Urgent" in red ink in a conspicuous place. All urgent papers received should be attended to with the least possible delay.

The letters received will be registered in separate registers as shown below:-

1. Letters received from all the Secretariats.
2. -do- Heads of Departments.& Deputy Commissioner
3. -do- Departmental staff.
4. Letters concerning the Implement Depot.
5. D.O. letters.

Reminders received will be entered in a separate register.

The registering clerk after registering will transfer the same to the Record-keeper who will put up all references connected with them and submit them to the manager for early disposal.

All unofficial references should be submitted to the Director immediately on their receipt. A register should be maintained in which the number, date and subject of the reference in brief shall be noted. The Director's reply should be noted in the register. When any official orders are issued by Government after unofficial communication the number and date of the unofficial reference should be on the official order.

The approved drafts should be typed. The urgent and important letters should be typed first. The typed copies should be compared with the drafts by the head clerk who should put in his initials in the left hand corner at the bottom of the letter after comparison. The typed letters with enclosures,etc., should be passed on to the office manager for submission to the Director for signature.

Letters of importance are those with which valuables are sent should have the direction to register or to insure as the case may be, written on the office copy by the manager under his initials.

Copies of bills, answers to objections,memoranda and other papers, connected with accounts should be prepared by the accountant.

Printed forms will ordinarily be used in copying dockets and letters. Letters addressed to Government should invariably be docketted. Fair copies of letters addressed to Heads of Departments and Deputy Commissioners should always be in half sheets. Figured statements should be compared and initialed by the manager.

The name as well as the official designation of both the writer and the officer addressed should be set out at the head of every letter. Particular care should be taken to avoid erasures in copying names.

The examiner of fair copies will take up urgent fair copies first and the others in order of receipt. Ordinarily he will make over the draft to the reader to read to him holding the copy himself but when the draft is intricate or full of alterations, he will take it up himself and ask the reader to read it to him from the fair copy. In such cases he will look through the fair copy again to examine the spelling,puctuation,etc. In comparing the copies,the examiner will follow the sense as well as the wording. He will pass no fair or other copy without scrutiny., and will be held primarily responsible for any mistake in fair copies. In passing fair copies he will fill up the number of enclosures if any and see that the enclosures are duly marked on and attached to them. He will then

then intial both the draft and copy.

Urgent letters will be sent up for signature in advance.

Fair copies of drafts approved by the Director or other approved correspondence may during the Director's absence, be signed by the Senior Officer of the Department.

After the fair copies have been signed and received back in the office, they will be made over to the despatcher who will number them enclose them with enclosures in covers, address the covers properly, enter them in the despatch book and despatch the covers after obtaining the delivery peon's signature in the book.

Before letters are delivered to the despatcher for despatch, the manager should see that each paper is signed, dated and that the enclosures are properly secured in order. The despatcher will be careful to see that the enclosure of each letter is correctly forwarded and also will be careful to write on the cover the station at which it is to be delivered. When covers are sent by a peon of the office, they should be entered in a separate delivery book, (Form 12). Packets containing valuables should be entrusted only to trustworthy messengers. The manager should see that the delivery of the valuables is acknowledged in the delivery book.

When covers are sent by post, care should be taken to register the covers containing valuables, if a direction to that effect has been given in the office copy. Cases in which registration or insurance may seem necessary but in which no instruction has been given should be referred to the manager and instruction obtained.

All covers sent by post will be franked by the despatching clerk. Intimations of changes of address should always be shown to the despatcher who should note them for guidance.

At the close of the day the despatcher will hand over to dairyist all the office copies of outward letters for doing the needful. When confidential papers are sent out of office they should be put into

into double covers the inner one being marked "Confidential" and superscribed with the name of the addressee and the outer one bearing only the usual official address. Both the inner and outer covers should be sealed.

Copies of all circulars from the office should be sent to Government.

Servicepostage stamps are used only in the case of letters which are required to go beyond the limits of the State. Registering fees are prepaid in service postage stamps. These stamps are obtained from the District Treasury from time to time, on an indent prepared in the printed form supplied by the Stationery Depot. They are kept in the custody of the despatcher who will keep an account of the receipts and issues from time to time. The register (Form 13) of letters despatched by post shows the expenditure. A running total should be made which should show the expenditure for the year. The accountant will check this account daily and initial the entries in token of his check of the accounts. This should also be checked by the manager once a month.

The records should be arranged into two groups -

(1) Case files.

(2) Letter files.

Cases will only be formed when it is necessary to keep the papers connected together either on account of importance or for special convenience. A case register in foolscap size containing the following columns will be kept by the Record-keeper -

1. Serial No. of the case.
2. Descriptive name.

In this register all cases formed will be entered. Ordinarily one page should be allotted for each case so that the addition of papers filed from time to time may be duly noted therein. There should be an index to this register prepared alphabetically and attached to the fly leaf of the register.

Appendix No. 3

List of standing orders pertaining to the Department of Agriculture

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1. General.

1. Fl. 245-6, dated 28-6-02	Empowering Agricultural Chemist to purchase Chemicals and articles necessary for agricultural experiments within the limit of budget provision.
2. R. 11619-2 / Agri.91-05-6, dated 7-3-06	Empowering the Agricultural Chemist to purchase Scientific and Agricultural books within Budget limit.
3. R.3348-9 / Agri.153-05-6, dated 22-9-06	Empowering the Agricultural Chemist to admit private persons to work in the Laboratory and directing to charge a fee ranging from Rs 10 to Rs 40/- according to nature of work.
4. R. 10033-4 / Agri.132-06-4, dated 21-5-07	Empowering the Agricultural Chemist to purchase apparatus upto the value of Rs 50/-.
5. R.8218-20 / Agri.188-08-4, dated 8-4-09	Empowering Mycologist and Entomologist to incur expenditure upto Rs 200/- on account of illustrating bulletins.
6. R.9495-6 / Agri.42-08-10, dated 12-5-09	Issuing orders on the question of form and size of the publications and of the Annual Reports of the Agricultural Department.
7. R.10734-5 / Agri.236-08-2, dated 19-6-09	Directing that purchase of articles of permanent nature such as implements, bulls &c, cost exceeding Rs 10/- should be made with the previous sanction of Government.
8. R.4933-4 / Agri. 56-10-2, dated 28-2-11	Sanctioning an increase to the permanent advance of office from Rs 150 to Rs 250.
9. R. 537-9 / Agri.17-12-8, dated 17-7-13	Empowering the Director of Agriculture to obtain quinine or quinine pills from Government Medical Stores upto a limit of Rs 20/-.
10. R.6695-743 / Agri.107-12-13, dated 24-2-14	Sanctioning the Reorganisation of the Department of Agriculture.
11. 85-95 / Agri. 129-13-2, dated 5-9-14	Directing to treat certain officers of the Department of Agriculture as Gazetted officers.
12. 473-4 / Agri.23-14, dated 28-9-14	Sanctioning an increase of permanent advance to the office from Rs 250 to 500.
13. 715-48 / Pol. 235-14-2, dated 28-11-14	Exempting certain officers of the Department of Agriculture from the operations of prohibitions & directions contained in Sections 8,9,10 & 11 of Mysore Arms Act.

14. R.9855-6 / Agri.120-13-2, dated 25-6-14 — Fixing revised rates of travelling to the Officers and establishment of the Department.

15. 1701-2 / Agri. 120-13-4, dated 1-12-14 — Revising the rates of travelling allowance to the Assistant Farm Manager and Rural Science Supervisors.

16. 445-6 / Agri.129-12-2, dated 26-7-15 — Sanctioning the revised rates of travelling allowances to the Director with effect from 24th February 1914.

Experimental Farms.

17. 4075-6 / R.F.12-1900 dated 19-11-1900 — Sanctioning a grant of Rs 10,000/- for purchase of land and implements and other incidental expenses connected with the opening of an Experimental Farm at Hebbal.

18. R.2160-63 / Agri. 78-09-9, dated 31-10-11 — Sanctioning the acquisition of 20 acres for extending the Hebbal Farm.

19. R.8874-7 / Agri. 61-12-26, dated 18-5-14 — Sanctioning the proposal that the Bangalore Military Dairy Farm should lease annually from the Mysore Agricultural Department 15 acres 15 guntas of land in Hadgodi village and lease out annually in exchange 22 acres of the Dairy Farm land at Hebbal

20. R. 8962-4 / Agri. 116-13-2, dated 19-5-14 — Sanctioning the establishment of Dairying and Breeding Station attached to the Hebbal Farm at a cost of Rs. 19,000/-

21. 102-12 / Agri. 105-12-6, dated 8-7-15 — Sanctioning the establishment of a Farm in the Hiriyur Taluk.

Implement Depot.

22. R. 6055-66 / Agri. 62-09-2, dated 8-3-10 — Sanctioning a small Implement Depot for a period of w years and a permanent advance of Rs. 5,000/- for the same.

23. R. 1261-73 / Agri. 133-12-2, dated 9-8-13 — Sanctioning the continuance of the IMPLEment Depot for a further period of 10 years.

24. R.9184-96 / Agri. 34-13-4, dated 29-5-14 — Sanctioning an increased permanent advance of Rs. 15,000/- and an establishment of Fitters and Peons for the Depot.

25. 3716-7 / A.I. 158-94-3, dated 4-4-15 — Sanctioning the continuance of the Establishment of the Depot for the period for which the continuance of the Depot has been sanctioned.

26. 3913-62 / A.I.73-14-7, dated 12-4-15 — Sanctioning Rules for issue of Implements on hire-purchase system.

Agricultural School.

27. R.6368-409 / Agri. 128-11-1, dated 6-5-12 — Approving of the proposal of establishing an Agricultural School at Bangalore.

28. R. 7403-47 / Agri. 62-12-22, dated 7-6-13 — Approving the Prospectus of the Agricultural School.

29.	1431-42 / Agri.151-12-3, dated 24th 11-14	Sanctioning the grant of one third railway fare and messing charges to such of the persons as attend the Short Courses at Hebbal.
	Koleroga.	
30.	888-91 / Agri. 123-12-6, dated 31-10-14	Sanctioning the establishment of an Experimental Farm at Marthur out of Supari Cess Fund.
31.	--5554-5 / A. & I.124-14-7, dated 28-6-15	Sanctioning a Permanent advance of Rs. 50/- for Koleroga work.

No. 3913-62—A. & I. 73-14-2, DATED 12TH APRIL 1915.

RULES FOR THE SALE OF AGRICULTURAL IMPLEMENTS ON THE HIRE-PURCHASE SYSTEM.

In order to popularise the use of improved agricultural implements in the State they will be sold to raiyats on credit from the Implement Depot and their value recovered in easy instalments as hereinafter prescribed.

2. The value of implements sold to any one raiyat or landholder under these rules and outstanding against him at any one time shall not exceed Rs. 2,000.

3. The Director of Agriculture shall be competent to sanction the sale of implements under these rules, when the total cost of the implements sold to any one person does not exceed Rs. 1,000. In other cases, the previous sanction of Government should be applied for and obtained before the implement or implements are issued.

4. The rate of interest charged shall be 5 per cent per annum. **

5. Applications for the supply of agricultural implements should be made in writing to the Director of Agriculture in Form No. 1 annexed to these rules.

6. No application for the supply of implements shall be granted until after the applicant has executed an agreement in Form No. 2 annexed hereto.

7. No application shall be considered unless it is accompanied by a deposit of ¼th of the value of the implements.

8. The period of payment of hire instalments will be three years in the case of implements costing Rs. 100 and less and five years in all other cases.

9. If from causes beyond the control of the hirer the payment of any instalment become unduly burdensome to him, the payment of this and all subsequent instalments may, notwithstanding anything contained in these rules, be suspended by the Director for a period of one instalments. Simple interest at 5 per cent per annum shall be charged on all suspended instalments for the period of such suspension.

10. All sums falling due under these rules shall be recoverable as arrears of land revenue, and a stipulation to this effect shall be inserted in every agreement executed by a hirer.

11. All implements supplied under these rules shall remain the property of the Mysore Government, till the hirer pays up all the instalments due under the agreement entered into by him. They should further be maintained in good working order to the satisfaction of the Director of Agriculture during such period.

12. If, at any time, the Director is satisfied that all or any of the conditions of the agreement have been violated by the hirer or that he is not maintaining the implements in good working order he may, after recording in writing the grounds of his decision, pass an order directing the recovery forthwith of all future instalments with costs, as an arrear of land revenue. On receipt of a certified copy of such an order, the Deputy Commissioner to whom it is communicated shall forthwith proceed to recover from such person or persons any sum that may remain due together with any interest payable thereon and costs, as an arrear of land revenue, provided that with the concurrence of the Director of Agriculture, such officer may, at his discretion, so recover any sum less than the whole amount of the balance due without prejudice to his right to recover the remainder of such balance at any subsequent time.

13. The Director shall keep a register of implements supplied under these rules in a form which he will settle in consultation with the Comptroller. This register should clearly show the stage in which each case (of the supply of implements) stands at any particular time.

14. Every case of supply of implements under these rules should be reported to the Comptroller with full particulars. A statement showing the supply of implement sanctioned under these rules shall be submitted once a quarter for the information of Government.

15. In all matters not specially provided for by these rules, the rules under Section 194, Land Revenue Code, already issued shall, *mutatis mutandis*, apply.

FORM NO. 1.

APPLICATION FOR THE SUPPLY OF AGRICULTURAL IMPLEMENTS ON THE HIRE-PURCHASE SYSTEM.

1. Name of Applicant.
2. Father's name.
3. Caste.
4. Age.
5. Residence.
6. Village, Hobli, Taluk and District where applicant proposes to use the implements.
7. Nature and description of implement/implements required and its/their approximate value.

** but no interest shall be charged in cases where the value of the implements sold is recovered in three monthly instalments or less at the discretion of the Director of Agriculture in Mysore (G.O. No: 5809-A I 43-15-24 dt 12-4-16).

No. 3913-62—A. & I. 73-14-2, DATED 12TH APRIL 1915.

8. Amount which the applicant has deposited (being not less than ¼ of the approximate value

Date.....} Signature.

Place.....}

Attested by.....

Order of the Director of Agriculture.

After due enquiry, I am satisfied that.....the applicant is solvent. He has executed the necessary agreement and deed. The—implement/implements—above referred to—has/have been issued to him.

Director.

I have received the—implement/implements—referred to above.

Date.....} Hirer.

Station.....}

FORM NO. 2.

HIRE-PURCHASE AGREEMENT.

An agreement made this day.....of 191.....between the Director of Agriculture on behalf of the Government of Mysore (hereinafter called "the Director") of the one part, and.....of .....(hereinafter called the "Hirer") of the other part, whereby it is agreed as follows :—

(1) The Director agrees to let on hire to the Hirer and the Hirer agrees to take from the Director the implement or implements hereunder mentioned.

(2) The Director hereby acknowledges the receipt of Rs.....from the Hirer being the deposit of 25% of the value of the implement or implements above referred to.

(3) The Hirer undertakes to pay the remaining sum of Rs.....in.....equal annual instalments, the first instalment being payable on.....and the succeeding instalments on the corresponding dates of the succeeding years.

(4) That until the payment of the last instalment as aforesaid or in the matter hereinafter following, the said implement or implements shall remain the absolute property of Government but on and after the payment of the said last instalment, the same shall become the absolute property of the Hirer.

(5) That if the Hirer makes default in the punctual payment of any instalment as aforesaid, the Director may suspend payment of the said instalment and the succeeding instalments, if any, for a period of one year from the date on which the said instalments shall ordinarily fall due; but the amount or amounts payment of which is thus suspended shall carry simple interest at 5% per annum from the date of suspension till the date of payment.

(6) That during the period of the hire the Hirer shall take all reasonable care of the said implement or implements and maintain them in good working order to the satisfaction of the Director and the Hirer shall render himself liable to any loss or damage which the Government of Mysore may suffer in consequence of his failure to do so.

(7) If the Hirer fail to observe and perform all or any of the conditions of this agreement that should be observed and performed by him, the Director shall be at liberty to recover forthwith all the instalments remaining then due in respect of this agreement.

(8) All sums falling due under this agreement shall be recoverable from the Hirer as an arrear of land revenue.

In witness whereof.....

(Description of the implement.)

Appendix 6. 108

DESTRUCTION OF RECORDS.

-:o:-

The following rules are framed for destruction of records in the Department of Agriculture, in Mysore, Bangalore.

1. Papers should be marked A or B according as they are to be retained permanently or destroyed after a period as per list appended.

2. Head Clerk in the Head Office or the Chief clerks in the Division office should mark on each paper in red pencil whether it should be filed under class A or class B.

3. With ordinary office and administrative papers the general principles laid in Government Order No.4811-57/G.M.200-10-1 of the 21st February 1911 will be followed, but in Agricultural Office there are papers dealing with particular crops or agricultural enquiries which ought to be retained. If these are not (a) merely in the form of progress reports, (b) answers to correspondence applying for information, they ought to be retained.

4. Clerks should refer cases of doubt for orders.

Papers and other records to be retained permanently.

-:o:-

1. Acts and Rules.
2. Acquittance roll.
3. Administration Reports.
4. Agricultural General - i.e., reports of permanent interest e.g. on agricultural practices of a tract, possibilities of certain crops or varieties &c.
5. Agricultural School - i.e., organisation, curriculum, final papers about building, equipment.
6. " Associations - i.e. organisation, reports of work done.
7. " Department - organisation, duties of -, general reports relating to -.
8. " Exhibitions- organisation, ~~&~~ final reports thereon.
9. " Education - organisation, development - or papers relating to the principle thereof.
10. " Conferences Do. Do. Do.
11. " Statistics - excluding intermediate correspondence re collecting.
12. Allowances - excluding grain compensation allowance.
13. Analysis.
14. Books and Periodicals.
15. Budget - excluding those specified in List B.
16. Buildings Do.
17. Cattle shows - organisation and final reports.
18. Cash Books and Ledgers.
19. Agricultural Co-operative Societies - everything.
20. Co-operative Credit Societies - everything.
21. Crop and Crop cutting experiments - posting books and collector's original ledgers.
22. Economic Products.
23. Entomology - excluding progress returns.
24. E s t a b l i s h m e n t s.
25. Farm - proposals for establishing - & correspondence re closing.
26. Gazettes.
27. Head Quarters of Officers.
28. I n d u s t r i e s.

29. Insects and Insect pests - other than applications for advice

30. Irrigation.

31. Land - acquisition.

32. Leave - other than casual.

33. Machine & Machinery, implements including reports on utility thereof.

34. M a p s.

35. Mycology excluding applications for advice.

36. Pensions and Pensioners.

37. Personal conduct of Government servants.

38. Printed Proceedings Books.

39. Programme of works of officers.

40 Registers of files and letters.

41. S a l a r y - not increment papers.

42. Service Registers.

43. W a g e s.

44. W o r k s.

Also papers relating to -
(a) organisation or development - not intermediate correspondence or sanctions for purchase - of enquiries or work relating to particular matter of agricultural interest.
(b) reports thereon - not being progress reports.

This list will be expanded as work expands. But in it may be included for the present the following:-

Arecanut.
Chemical Analyses.
Cotton.
Cambodia Cotton.
Cocoa nut.
Coffee and Planters' products.
Dairy - also milk, butter, cheese.
Cattle.
Grass and fodder plants.
Groundnut.
Manures.
Potatoes.
Poultry.
Soils.
Silk~~s~~.
Sugar cane.
Tobacco.
Jola.
Ragi.
Rice.

B

Papers to be usually destroyed after a certain period.

	To be destroyed after years.
Accounts.	3
addresses.	1
Advice to private parties and despatch of publications.	2
Agricultural implements (other than reports on their utility)	3
Agricultural publications	2
Allowances - G.C.A.	1
Budget - reappropriation statements, revised estimates, surrender statements, additional allotments, budget estimates.	5
Buildings - all routine correspondence.	1
Cattle Fairs.	1
Census - routine correspondence.	2
Correspondence.	2
Dead Stock	2
Diary.	2
Electric light.	2
Examinations.	3
Expenditure.	3
Forecast reports -(not posting books but Amildar's returns).	2

	To be destroyed after years.
F o r m s.	3
Furniture.	3
Land excluding acquisition and agreements, re rent of land leased.	2
Casual Leave.	1
Liveries.	5
Live-stock i.e., advice purchase.	3
Petitions.	3
Rainfall and guages.	5
R. T. Receipts.	2
Reports & Returns.-	
Farm monthly reports.	1
Officer's reports.	1
Establishment lists.	2
Officers drawing Rs.50/- and over.	2
Unanswered references.	1
Insect pests and disease monthly.	1
Rents, rates and taxes.	5
R e w a r d s.	3
Salary increments.	3
S e e d.	1
Stamps.	3
Stationery - indents	10
" others.	3
Stores.	5
Tours.	2

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G. R. S. V1—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

GENERAL AND REVENUE SECRETARIAT

( )

, *the* 191 .

Date of issue 28.12.17

Signed by Sir. R. Ramachandra Rao

Section

File No.

Serial No

No. 942-E.A.S.8

To

The Director of Agriculture in Mysore.

Sir,

In connection with the quarterly progress report re: the preparation of manuals, it was stated that the draft office manual was sent to the Press for print. I am directed to request you to be so good as to state if copies of the manu have now been received from the Press and if so, when the required number of copies of the same may be expected here.

I have etc.,

For Chief Secretary to Govt.

over.

D. No. 376
113 12-(7)

WD 01168—GPB—1,500—20-11-16

Telegraphic Address
"Agri., Bangalore."

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,
9th January 1918.

No.

FROM

LESLIE C. COLEMAN, ESQ., M.A. PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of Mysore,
BANGALORE.

SIR,

With reference to your letter No.942-E.A.S.9 of 27-12-1' I have the honour to state that the final proofs are passing through the Press and that the required number of copies will be sent in about a month's time.

I have the honour to be,
Sir,
Your most obedient servant,

For Director of Agriculture.

m

WD 02785—GFB—; 79,000—26-2-17—S.

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1918

GEN. & REV. SECRETARIAT
VIII
A. AUDIT.
12 JAN 1918

From

The Director of Agriculture in Mysore, Bangalore.

To

The Chief Secy. to Govt., Bangalore.

Dated 9-1-1918

Despatched 11

Received 1985

3166

General No.

No.

Enclosure No.

Informing that the Office Manual copies will be sent in about a month's time.